

# Agenda

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## Scrutiny Committee

Date: **Monday 9 October 2017**

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Time: **6.00 pm**

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Place: **St Aldate's Room, Town Hall**

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For any further information please contact:

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# Scrutiny Committee

## Membership

<b>Chair</b>	Councillor Andrew Gant
<b>Vice Chair</b>	Councillor Nigel Chapman
	Councillor Mohammed Altaf-Khan
	Councillor Jamila Begum Azad
	Councillor Steven Curran
	Councillor James Fry
	Councillor David Henwood
	Councillor Mark Ladbrooke
	Councillor Ben Lloyd-Shogbesan
	Councillor Mark Lygo
	Councillor Jennifer Pegg
	Councillor David Thomas

The quorum for this Committee is four, substitutes are permitted.

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# AGENDA

## 1 APOLOGIES FOR ABSENCE

## 2 DECLARATIONS OF INTEREST

## 3 MINUTES

7 - 14

**Recommendation:** That the minutes of the meeting held on 07 September 2017 be APPROVED as a true and accurate record.

## 4 REPORT BACK ON RECOMMENDATIONS

15 - 18

Contact Officer: Andrew Brown, Scrutiny Officer,  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

Background Information
Scrutiny is empowered to make recommendations to the City Executive Board, which is obliged to respond in writing.
Why is it on the agenda?
For the Committee to note and comment on recent executive responses to Scrutiny recommendations. Since the last meeting the Board has responded to recommendations on the following items: <ul style="list-style-type: none"><li>• Grant Monitoring</li><li>• Brexit</li><li>• Draft Housing and Homelessness Strategy</li></ul>
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Andrew Brown, Scrutiny Officer</li></ul>

## 5 WORK PLAN AND FORWARD PLAN

19 - 38

Background Information
The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The work plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest <a href="#">Forward Plan</a> (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
The Committee is asked to review and note its work plan for the 2017/18 council year. The Committee is also asked to select Forward Plan items for pre-decision scrutiny based on the following criteria (max. 3 per meeting): <ul style="list-style-type: none"><li>• <i>Is the issue controversial / of significant public interest?</i></li><li>• <i>Is it an area of high expenditure?</i></li></ul>

<ul style="list-style-type: none"> <li>• <i>Is it an essential service / corporate priority?</i></li> <li>• <i>Can Scrutiny influence and add value?</i></li> </ul>
Who has been invited to comment?
<ul style="list-style-type: none"> <li>• Andrew Brown, Scrutiny Officer</li> </ul>

## 6 ANNUAL MONITORING REPORT

6.05 PM 40 MINS

39 - 126

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board on 16 October 2017 will be asked to approve the Annual Monitoring Report for publication. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none"> <li>• Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services.</li> </ul>

## 7 REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY

6.45 PM 30 MINS

127 - 148

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board on 16 October 2017 will be asked to seek approval to maintain the current Discretionary Housing Payment policy and to note the trends in expenditure detailed in the report. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none"> <li>• Councillor Susan Brown, Board Member for Customer and Corporate Services</li> </ul>

## 8 REVIEW OF FINANCIAL INCLUSION STRATEGY

7.15 PM 30 MINS

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board on 16 October 2017 will be asked to: <ul style="list-style-type: none"> <li>• Adopt the revised Financial Inclusion Strategy for the period 2017-2020; and</li> <li>• Delegate authority to the Executive Director Organisational</li> </ul>

<p>Development &amp; Corporate Services, in consultation with the Executive Member for Customer and Corporate Services, to review and update the Strategy's action plan.</p> <p>This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.</p>
<p>Who has been invited to comment?</p>
<ul style="list-style-type: none"> <li>• Councillor Susan Brown, Board Member for Customer and Corporate Services</li> </ul>

**9 PERFORMANCE MONITORING Q1 2017/18**

**7.45 PM**

149 - 162

<p>Background Information</p>
<p>The Scrutiny Committee has a role in monitoring Council performance and quarterly reports are provided on a set of selected corporate and service performance indicators.</p>
<p>Why is it on the agenda?</p>
<p>For the Committee to note and comment on Council performance at the end of 2017/18 quarter 1. The Committee may wish to ask Cllr Fry to review the full list of performance measures and decide which ones Scrutiny will monitor.</p>
<p>Who has been invited to comment?</p>
<ul style="list-style-type: none"> <li>• Councillor James Fry;</li> <li>• Jan Heath, Business Development &amp; Support Manager.</li> </ul>

**10 REPORTS FOR APPROVAL**

163 - 174

The Committee is asked to approve the following reports for submission to the City Executive Board on 16 October :

- a) Assessing disabled impacts in planning
- b) Oxford Design Review Panel
- c) Recycling

**11 DATES OF FUTURE MEETINGS**

Meetings are scheduled as followed:

**Scrutiny Committee**

- 07 November 2017
- 05 December 2017
- 15 January 2018
- 06 February 2018
- 06 Mar 2018

All meetings start at 6.00 pm.

**Standing Panels**

Housing Standing Panel – 13 December; 16 January; 08 March; 09 April  
 Finance Standing Panel – 07 December; 31 January; 14 March  
 Shareholder Standing Panel – 06 November

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members’ Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## MINUTES OF THE SCRUTINY COMMITTEE

Thursday 7 September 2017

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**COUNCILLORS PRESENT:** Councillors Gant (Chair), Chapman (Vice-Chair), Altaf-Khan, Azad, Curran, Fry, Henwood, Ladbroke, Lloyd-Shogbesan, Lygo, Pegg and Thomas.

**BOARD MEMBERS PRESENT:** None Councillor Sinclair (Culture and Communities), Councillor Tidball (Young People, Schools and Public Health)

**INVITEES AND OTHER MEMBERS PRESENT:** Alex Donnelly, Debbie Dance (Oxford Preservation Trust), Ian Green (Oxford Civic Society), Kevin MinnsNone

**OFFICERS PRESENT:** Andrew Brown (Scrutiny Officer), Ian Wright (Service Manager Environmental Health), Azul Strong (Locality Officer), Patsy Dell (Head of Planning, Sustainable Development & Regulatory Services) and John Mitchell (Committee and Member Services Officer)

### 23. APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 24. DECLARATIONS OF INTEREST

Cllr Gant declared an interest in the Ark T centre  
Cllr Lygo declared an interest in the Oxford Play Association  
Cllr Curran declared an interest in Donnington Doorstep  
Cllr Azad declared an interest in Parasol

### 25. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 04 July as a true and accurate record subject to two minor corrections

## **26. REPORT BACK ON RECOMMENDATIONS**

The Scrutiny Officer spoke to the report.

In relation to the Council Tax Reduction Scheme, the CEB had agreed with the Committee's recommendations other than those which had recommended consultation on options which it was already evident were not preferred and which it would not support.

## **27. WORK PLAN AND FORWARD PLAN**

The Scrutiny Officer spoke to the report.

### Visit to the recycling team

The Scrutiny Officer reminded the Committee of the visit to the recycling team at Cowley Marsh on 21 September. Members of the Committee to let him know if they wished to attend.

### Chair of Housing Panel

The panel had been unable to agree a Chair because of a tied vote. Cllrs Henwood and Thomas both put themselves forward for the post. On putting the matter to a vote Cllr Henwood was elected by a majority of the Committee.

### Work Plan

The Scrutiny Officer noted that 5 substantive items were scheduled for the October meeting with only one for November. Agreed that they should be held, at least for the time being.

Agreed that the report on Air Quality scheduled for January should be deferred until February, if officers agree, as it might be informed, to some extent, by the report on the impact of the Westgate development scheduled for February.

### Forward Plan

The Forward Plan was noted.

## **28. ASSESSING DISABLED IMPACTS IN PLANNING**



The Scrutiny Committee commissioned a report from the Head of Planning, Sustainable Development and Regulatory Services on how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.

The Environmental Health Service Manager introduced the report, noting in particular the fact that healthy life expectancy was not keeping pace with increased life expectancy which had ever increasing consequences for the buildings we use and live in. He also set out the three legislative areas that underpin this work.

OCC's planning policies exceed national requirements and those of many other authorities.

Alex Donnelly had been invited to address the committee as a witness. Alex explained that he was an Oxfordshire resident who was blind and interested in matters of public access. He said the latest data suggested that the national figure for the proportion of the population experiencing a long term health problem or disability that limited their day to day activity was now just over 20%.

He noted that there was an undisputed link between disability and poverty. The Joseph Rowntree Foundation estimated that 50% of people with disability live in poverty.

Inclusive design is often seen in the context of structural changes for those with particular needs. This was a false assumption; good, accessible design was of value to everyone.

Investment in good, accessible design should not just be seen as a cost but, rather, as an investment. The policy requirement that 5% of all new dwellings should be designed as wheelchair accessible seemed a low aspiration.

Alex concluded by noting that, in the case of large public buildings, as someone who was blind, having clearly identified information points was key.

Cllr Tidball had initiated the commissioning of this report when she had, previously, been a member of the committee and thanked the authors for it. She was pleased to see that Oxford was setting an example by going over and above the strict requirements but suggested that there was probably scope for further development the Committee might wish to consider.

1. Setting up bespoke consultation sessions with disabled members of the community and organisations to feed into the Local Plan.
2. Contacting the DCLG asking them to exhort others to follow Oxford's example. If 18%+ of the community experience some kind of disability, the building estate should reflect that - but it does not.
3. OCC should consider approaching businesses and estate agents encouraging them to embrace inclusive design

In discussion the following points were raised:

- There were opportunities to influence/intervene with the private sector but no powers to require retrospective changes
- OCC committed considerable resource to disabled access issues. Housing associations frequently approached OCC with requests for adaptation.
- Home improvement grants were available to respond to those with disabilities (annual budget of £1m , typically 100+ properties adapted per annum)
- There may be merit in working with landlords responsible for larger numbers of properties to persuade them of the merits of inclusive design.
- There was no authoritative means of monitoring the 5% target for new buildings to be wheel chair accessible, it depended on trusting that those projects overseen by Approved Inspectors would contribute proportionately to the target.
- Storage for mobility scooters would be taken into account as a matter of course in relation to new build but there could be no insistence on retrospective changes to accommodate them
- It was recognised that there were issues with the adequacy of some current Council accommodation from a disability point of view. In relation to commercial buildings, the Equality Act provided some levers. While the OCC could offer advice if asked, individuals would have to pursue cases on their own behalf.
- The question of how best to ensure the needs of young people with disability as they move from home to independent living would be picked up with Housing Services and a response would be sent back to members.
- The Chairman noted that he had been contacted by someone with expertise in these matters who had observed that good design was important for those with cognitive difficulties, not just those with the sorts of disabilities described in the report.

The committee agreed to recommend

1. Consultation with disabled users in the context of the emerging Local Plan
2. The DCLG should be contacted as described above
3. The 5% target should be reviewed based on the latest evidence as part of the Local Plan review and, where possible, compliance should, in future, be monitored.
4. Representations should be made to landlords, estate agents and developers about the importance of creating an inclusive housing market.
5. The Council should push for higher standards through HMO licencing by capturing data from inspections and making recommendations to landlords on good practice.
6. The Council should continue to look at good practice from other authorities' to inform further improvements to planning and regulatory services with regard to disabled access and inclusivity.

## 29. OXFORD DESIGN REVIEW PANEL

The Scrutiny Committee commissioned a report from the Head of Planning, Sustainable Development and Regulatory Services on the work of the Oxford Design Review Panel.

Debbie Dance, speaking as a representative of the Oxford Preservation Trust welcomed the report and thanked the Committee for the opportunity to speak to it. She noted the desirability of introducing some means of weighting the projects coming before the ODRP. Consistency of approach/panel membership was important; there was evidence that both of these were lacking. The lack of heritage expertise on the panel was a concern; it was frequently regarded as an afterthought and should be played into panel discussions at an earlier stage.

Kevin Minns, speaking as a developer from an applicant's point of view welcomed the ODRP as a constructive mechanism for peer review. He noted the importance of challenging misunderstandings at panel hearings and not waiting until after the event. Given the complexity of many schemes it was important that panel members received papers in good time to ensure informed discussion which was not possible if only seen on the day of the hearing. He echoed the point previously made about the importance of consistency. There needed to be clarity to all concerned that the ODRP was an advisory and not a decision making body.

Ian Green speaking on behalf of the Oxford Civic Society said that he wanted the built environment to improve. The ODRP was a relevant and appropriate mechanism for contributing to that. He suggested that it would be helpful to start to put in place a means of evaluating the Panel's effectiveness and to see if it had made a positive contribution to the built environment. He was concerned that the Panel's awareness of a project's context was not always as great as it should be, particularly when not in a conservation area. Site visits were always important. Continuity for repeat reviews were essential. He also noted the importance of the advisory nature of Panel being clear. In his view panel meetings should be open and texts of decisions made public as soon as possible.

In discussion the following points emerged

- The process was cost neutral to OCC. Applications were currently subject to a £5k charge, regarded as the 'industry standard'
- Most cities comparable to Oxford have their equivalent of the ODRP
- The importance of consistency of membership was recognised with a requirement for the same chair for repeat reviews and other members being the same as far as possible
- The ODRP's greatest benefit was its independence
- There was no consensus about the merits of requiring the Panel's meetings to be open but, on balance, a view that they should not, not least because to require it might discourage developers to engage

- The ODRP was not just concerned with ‘high end’ projects but a whole range of schemes
- Councillors may submit suggestions for review, this was not widely known. Similarly there was no obvious mechanism for ensuring that Councillors were aware of pre-application proposals in their wards.

In conclusion, the Committee agreed to recommend that:

1. The Panel should have (or have access to) heritage expertise and consideration should be given as to how this can be best achieved.
2. Consistency of membership should be guaranteed as far as possible for repeat reviews.
3. Councillors should be alerted to the fact that they may submit suggestions for review
4. Proposals for a review of the effectiveness of the panel should be drawn up. This might include a social impact element
5. A mechanism should be established to alert Councillors to pre-application proposals in their Wards.

### **30. GRANT ALLOCATIONS 2016/17 MONITORING REPORT**

The City Executive Board on 19 September 2017 would be asked to note the results of the grant monitoring and the positive impact the community and voluntary sector is making in the city. This item provided an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.

The Executive Board Member for Culture and Communities introduced the report. That the Council was able to support so many groups and organisations to the tune of almost £1.5m was most welcome, a view shared by the Committee. The support offered to smaller groups was particularly appreciated by them. It was noteworthy that a significant proportion of the grants was directed to support those members of the community facing financial difficulties and or who were homeless.

Azul Strong, Community Officer, attending the meeting on behalf of Julia Tomkins, drew attention to some of the key elements of the report including the additional amounts matched or levered into the community for every £1 in each category of grant.

The report’s principal purpose was to report back on the programme for 2016/17. Many of the matters raised and recommendations related to the future programme and reporting of it. This would be the subject of a future report to the committee in October. The Committee agreed therefore to hold back on making recommendations that didn’t directly relate to monitoring.

In a detailed discussion the following points and recommendations were considered..

- It was noted that the data in the report relied to a significant extent on self-assessment by those in receipt of grants and should, therefore, be treated with a little caution (notwithstanding the evidently overall positive picture).
- Some grants were used to commission services rather than simply providing support to organisations; there may be merit in distinguishing between the two
- The BME community represented a significant proportion of the City's population. There was concern that the support offered to this community, via the grants programme, was not proportionate.
- While there was a proper focus on priority (geographical) areas, it should be recognised that there were some areas of great need within areas not considered to be a priority.

## **Recommendations**

- Annual grants inevitably led to constant uncertainty about whether or not there would be subsequent renewal (and therefore uncertainty for staff). More consideration should be given to grants over a longer term (eg 3 years) or 'rolling' renewal over 2 years.
- OCVA was funded to provide support to groups and individuals, closer scrutiny of how those funds were deployed would be desirable to ensure that it was supporting the needs of the wider community and helping to overcome barriers faced by excluded groups.
- There would be merit in arranging workshops in Community Centres and engaging with Parish Councillors to draw communities' attention to the opportunity of applying for grants and give advice about how to do so.
- The unit cost of a grant (ie grant divided by the number of beneficiaries) would be a helpful additional indicator of a grant's efficacy.
- The data were, principally, quantitative and the wording of future reports should be more nuanced to reflect that. Some thought should be given to including qualitative data in future reports, looking at the impact of grants, a subset of which could well be an equalities impact assessment.
- Consideration should be given to altering the proportions of the total grant fund available to different categories of grant with a view to increasing the proportion available to smaller groups
- More feedback to groups and individuals who were unsuccessful in applying for grants would be helpful.

### **31. OXFORD LIVING WAGE - REVIEW SCOPE**

The report by the Scrutiny Officer was noted and agreed. Agreed that the review should include reference to those already in receipt of the Oxford Living Wage

### **32. SCRUTINY COMMITTEE ANNUAL REPORT 2016/17**

The Chair's annual report was noted.

### **33. DATES OF FUTURE MEETINGS**

The next meetings are scheduled for  
09 October 2017  
07 November 2017  
05 December 2017

**The meeting started at 6.00 pm and ended at 8.45 pm**

## Scrutiny recommendation tracker 2017/18 – September 2017

Total recommendations (year to date):	16	
Agreed	13	81%
Agreed in part	2	13%
Not agreed	1	6%

### 19 SEPTEMBER 2017 CITY EXECUTIVE BOARD

#### Grant monitoring (Board Member for Culture & Communities)

<b>Recommendation</b>	<b>Agreed?</b>	<b>Comment</b>
1. That the wording of future reports is be more nuanced to reflect the fact that monitoring relies to a significant extent on self-assessment, and perhaps comes with a 'health warning', notwithstanding the evidently positive overall picture.	Agreed	
2. That consideration is given to including more qualitative data in future monitoring reports, a subset of which could be some form of equalities impact assessment.	Agreed	Case studies have always been included in this report, this year's are in appendix 2. There has been an Equalities Impact Assessment undertaken as part of the grant review report.
3. That future monitoring reports include data on the 'spend per beneficiary' of individual grant awards.	Agreed	We can do this but must be read in conjunction with qualitative data as it is an unreliable measure of how effectively a funded project has performed or achieved.

#### Brexit (Leader of the Council)

<b>Recommendation</b>	<b>Agreed?</b>	<b>Comment</b>
1. That the Council supports the Local Government Association in calling on the Government to grant local councils the £8.4bn they are due from the Structural Investment Fund between 2014 and 2020.	Y	Agreed. The Oxfordshire LEP, through which Structural Funds are now channelled, has already made the case for the current round to be guaranteed and the Chancellor has given that assurance in relation to the ESIF funds that are due to Oxfordshire.
2. That the Council informs all staff who have been identified as possible non-UK EU citizens and who have not already taken up the Council's offer to reimburse the cost of applying for a UK Registration Certificate or Permanent Residence Card that the Council remains happy to reimburse these costs.	Y	Agreed. This has been done and will be reiterated over the coming year as necessary.

<p>3. That further consideration is given, in the light of Brexit, to the case for having a powerful advocacy role for the Oxford economy at national and international levels and how this could be achieved in the absence of a directly elected mayor for Oxfordshire.</p>	<p>Y</p>	<p>Agreed. The case for Oxfordshire is being made currently by the Growth Board to the National Infrastructure Commission, and to DCLG/BEIS. The Science Innovation Audit and the responses to BEIS on the Industrial Strategy have made similar cases. Our city MPs, Anneliese Dodds and Layla Moran, are strong advocates for the local economy and its vulnerability to the Tory Government's Hard Brexit policies. I think we can be confident that the absence of an elected Mayor will not be a significant weakness in pressing our point of view.</p>
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**Draft Housing and Homelessness Strategy (Board Member for Housing)**

<b>Recommendation</b>	<b>Agreed?</b>	<b>Comment</b>
<p>That leaflets promoting the consultation are provided to elected members and that paper copies of the survey are also made available to members.</p>	<p>Yes</p>	<p>Publicity leaflets and copies of the survey questionnaire will be provided to Members as requested.</p>
<p>That consideration is given to how the Council engages with rough sleepers and service users on the strategy and other issues that affect them, including the option of forming a 'service user group'.</p>	<p>Yes</p>	<p>Consideration will be given to how the Council can further engage rough sleepers and service users to consult them on the strategy. The planned consultation activities include public drop-in sessions and stakeholder workshops, both of which provide an opportunity for service users' opinions to be presented. Existing networks with service users and support providers can help to promote the strategy consultation. Any formal 'service user group' will require the ongoing support of voluntary and community sector organisations.</p>
<p>That as part of Empty Homes Week the Council promotes the issue of empty homes and its online reporting tool.</p>	<p>Yes</p>	<p>The Council will be promoting the issue of empty homes and its online reporting tool as part of the National Empty Homes Week which will run from 16 October to 22 October 2017.</p>
<p>That the final documentation should include:  a) Some explanation in the evidence base as to why 13 Council-owned dwellings were long-term empty as of 1 April 2017.  b) Some recognition that combining the three strategies and holding one consultation saved officer time and some costs.  c) Some mention of learning points from the previous strategies as well as successes.</p>	<p>Yes</p>	<p>Amendments to the final strategy will include these points.</p>



**18 JULY 2017 CITY EXECUTIVE BOARD**

**Local Authority Trading Company – Progress report (Leader of the Council)**

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
That the Council ensures that the very positive potential benefits the trading companies can generate for the Council and the wider community are communicated effectively to the public, elected members and other Council employees, as well as to Direct Services staff, through a robust communications plan.	Yes	

**Council Tax Reduction Scheme (Board Member for Customer and Corporate Services)**

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
1. That the Council consults on option 1 and perhaps makes it clear that this is a 'preferred option', giving reasons.	Yes	Option 1 will allow the Council to make efficiency savings as Universal Credit is more widely rolled out. It also provides greater flexibility to amend the support provided in the future.
2. That the Council consults on options 2-7 & 9 as options that could form part of a package of measures to simplify the administration of the scheme and/or reduce costs.	Partly	The paper shows the full range of options that were available to the council to consult upon. However, I would propose that when it comes to the consultation, we consult on options 1, 3, 5, 6, 7 and 9 and do not include options 2, 4, 8 and 10-12. For instance, option 2 could discriminate against people with larger families, who may already be affected by other benefit changes such as the Benefit Cap.
3. That the Council does not consult on Option 8.	Yes	As with option 2, option 8 discriminates against larger families.
4. That the Council consults on Option 10, 11 and 12 making it clear that these are not the Council's preferred options, giving reasons.	Not agreed	My preference would be to not include these in the consultation as these are not options that I would support.

**15 JUNE 2017 CITY EXECUTIVE BOARD**

**Local Plan Preferred Options (Board Member for Planning & Regulatory Services)**

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
<p>That consideration is given to the possibility and desirability of using planning policy to protect and control shopping frontages in smaller shopping areas that are not classified as local centres.</p>	<p>In part</p>	<p>Local centres are considered in the Local Plan Preferred Options document as part of the hierarchy of centres for town centres uses. Town centres are where town centre uses should be directed. The definition of Town centres in the NPPF explicitly excludes neighbourhood centres.</p> <p>An option to include a lower tier of centres (below Local Centres) has not been put forward in the Plan, as this is not therefore considered to be compliant with the NPPF which sets out that small parades of shops are not classed as 'centres'. The proposed Local Centres are listed in the Options document, and if consultees consider further areas should to be identified as centres, they can be put forward during the consultation, and if it's considered that they do meet the NPPF definition then they can be included in the draft plan.</p>

## SCRUTINY WORK PLAN October 2017 – March 2018

Published on: 27/09/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

**Scrutiny Committee and Standing Panel responsibility and membership**

<b>Committee / Panel</b>	<b>Remit</b>	<b>Nominated councillors</b>
Scrutiny Committee	Overall management of the Council’s scrutiny function.	Cllrs Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Pegg & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (chair), Pegg, Sanders, Thomas & Wade.
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons.

**Current and planned review groups and one-off panels**

<b>Topic</b>	<b>Scope</b>	<b>Nominated councillors</b>
Budget review 2018/19	To review the Council’s draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford.	Cllrs Goff, Ladbrooke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas

**Indicative timings of 2016/17 review panels**

<b>Scrutiny Review</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>
Oxford Living Wage	Scoping		Evidence gathering		Reporting					
Budget review 2018/19		Scoping				Evidence gathering		Reporting		

Scoping
Evidence gathering
Reporting

## SCRUTINY COMMITTEE

### 9 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Monitoring Report 2016-17	Yes	Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.	Planning and Regulatory Services	Rebekah Knight, Planner
Review of Discretionary Housing Payment Policy	Yes	To propose changes to the Discretionary Housing Payment Policy	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Review of Financial Inclusion Strategy 2017	Yes	To update the Financial Inclusion Strategy 2014-2017	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

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### 7 NOVEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
Review of Community Grants Programme and Commissioned Advice Strategy 2018-2021.	Yes	To review and request approval for an approach to expand our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018; and to update the Board on the progress made in developing a new Commissioned Advice Strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

## 5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Isolation in older people	No	To consider the issue of loneliness and social isolation among older people in Oxford and how the Council can provide support and add value.	Culture and Communities	Ian Brooke, Head of Community Services
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, Organisational Development and Learning Manager
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

## 15 JANUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	Climate Change and Cleaner Greener Oxford	Jo Colwell, Service Manager Environmental Sustainability
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	Climate Change and Cleaner Greener Oxford	Mai Jarvis, Environmental Quality Team Manager
City Centre Strategy	Yes	To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> <li>• create &amp; promote a strong investment proposition by informing the role and direction of the city centre</li> <li>• facilitate ongoing dialogue with those involved in the management and future of the city centre</li> <li>• provide a framework for collaboration and action</li> <li>• assist in the allocation of resources &amp; prioritise actions</li> </ul>	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

## 6 FEBRUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

## 6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

## 5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

## 17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety Service Manager
Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Fusion Lifestyle's 2018/19 Annual Service Plan	Yes	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

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## SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	Climate Change and Cleaner Greener Oxford	Doug Loveridge, Streetscene Services Manager
Planning enforcement	No	To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services



## FINANCE PANEL

### 7 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Budget 2018/2019	Yes	A new Budget for the period 2018/2019. <ul style="list-style-type: none"> <li>· The pre-consultation draft report will be submitted to CEB in December 2017.</li> <li>The post-consultation draft report will be submitted to CEB in February 2018</li> <li>· The Budget will be submitted to Council for adoption in February 2018.</li> </ul>	Finance, Asset Management	Section 151 Officer
Treasury Management Performance: Annual Report and Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: <ul style="list-style-type: none"> <li>· December 2017 – the position at the 30 September 2017 (Half Year)</li> <li>· September 2018 – the position at 31 March 2018 (Full Year)</li> </ul>	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

### 31 JANUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy 2018/19	Yes	To consider the Capital Strategy 2018/19	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Strategy 2018/19	Yes	To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

### 14 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 3	No	To monitor spend against budgets and projected outturn on a quarterly basis.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Fundamental service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Impacts of changes to IR35 (intermediaries legislation)	No	To consider the possible impacts of changes to intermediaries legislation on the Council's wage bill.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

## HOUSING PANEL

### 12 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 1	No	To consider Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Tower block refurbishment project	No	For the Panel to receive regular updates on the tower block refurbishment project, including any developments with building regulations and the Council's representations to Government on issues of fire safety.	Housing	Stephen Clarke, Head of Housing Services
Tenant Involvement	No	Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them.	Housing	Simon Warde, Tenant Involvement Manager
Regulating the Private Rented Sector	Yes	The Council is committed to improving the conditions and management of the private rented sector in Oxford and this report sets out the various options that are available to achieve this aim.	Planning and Regulatory Services	Ian Wright, Service Manager Environmental Health
Draft Housing Assistance and Disabled Adaptations Policy 2018	Yes	A report to request CEB approval to go out to public consultation on the draft Housing Assistance and Disabled Adaptations Policy 2018.	Housing	Ian Wright, Service Manager Environmental Health
Lucy Faithfull House	Yes	The report seeks approval for the demolition of Lucy Faithfull House, the transfer of the site to the Council's housing company and making available the necessary loan finance for the development of the site to proceed.	Finance, Asset Management; Housing	Alan Wylde, Housing Development & Enabling Manager

## 13 NOVEMBER 2017- PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 2	No	To consider mid-year Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Void property management	No	To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes.	Housing	Bill Graves, Landlord Services Manager
Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits
Impact of the Homelessness Reduction Act 2017	Yes	To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	Housing	Dave Scholes, Housing Strategy & Needs Manager

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## 8 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.  Annual report listing the spend in 2017-2018 and proposals for 2018-2019 for approval.	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager

## 9 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager

## HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

## SHAREHOLDER PANEL

### 28 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Direct Services Trading Company - progress report	Yes	Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company.	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick, Service Transformation Manager

### SHAREHOLDER PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Housing Company Business Plan	No	To consider a sensitivity analysis of Oxford City Housing Limited's business plan.	Housing	David Edwards
Companies review	No	To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

# FORWARD PLAN

## October 2017 - July 2018

### KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

<b>ITEM 1: ID: I014800</b>	<b>HOMELESSNESS ACCOMMODATION PROPERTY INVESTMENT</b>  <b>Report Status: Provisional</b>
At its meeting on 9 March 2017, CEB delegated authority to the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project.	

<b>ITEM 2: ID: I014979</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2017/18</b>  <b>Report Status: Provisional</b>
On 9 March 2017, the City Executive Board <b>delegated authority</b> to the Head of Housing and Property, in consultation with the Board Member for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18 Homelessness Prevention budget.	

### REPORTS TO CEB AND COUNCIL

#### CEB 16 OCTOBER 2017

<b>ITEM 14: ID: I017383</b>	<b>OFFER OF ADDITIONAL FUNDING TO OXFORD CITY HOUSING LIMITED</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
The report seeks approval for the disposal receipts of two HRA properties (156 Walton St and 25 Albert Street) to be offered as grant funding to Oxford City Housing Limited to purchase larger properties to address overcrowding issues.	

<b>ITEM 15: ID: I016722</b>	<b>REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
To propose changes to the Discretionary Housing Payment Policy	

<b>ITEM 16: ID: I016723</b>	<b>REVIEW OF FINANCIAL INCLUSION STRATEGY 2017</b>  <b>Report Status: Confirmed</b>
To update the Financial Inclusion Strategy 2014-2017	

<b>ITEM 17: ID: I015521</b>	<b>ANNUAL MONITORING REPORT 2016-17</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
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Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.

<b>ITEM 18: ID: I015324</b>	<b>REVIEW OF COMMUNITY GRANTS PROGRAMME AND COMMISSIONED ADVICE STRATEGY 2018-2021.</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
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This report is a merge of two proposed reports from the July Forward Plan: the Review of Community Grants Programme and progress on the Commissioned Advice Strategy 2018-2021.

To review and request approval for an approach to expand our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018; and to update the Board on the progress made in developing a new Commissioned Advice Strategy during 2017/18

<b>ITEM 19: ID: I016513</b>	<b>APPROVAL OF INCREASES IN PLANNING APPLICATION FEES AND RING FENCING OF ADDITIONAL INCOME GENERATED TO DEVELOPMENT MANAGEMENT SERVICE IMPROVEMENTS</b>  <b>Report Status: Confirmed</b>
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This report deals with the recent announcement that to planning application fees can be increased in line with new provisions from Government where the additional income raised is ring-fenced for investment in the Development Management (DM) function. The report seeks authority to increase fees and invest the income in the DM service

<b>ITEM 20: ID: I011611</b>	<b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- FINAL</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
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To approve the North Oxford Victorian Suburb Conservation Area Appraisal following public consultation.

<b>ITEM 21: ID: I017474</b>	<b>REQUEST TO FLY A FLAG ANNUALLY ON INTERNATIONAL WOMEN'S DAY - 8 MARCH</b>  <b>Report Status: Confirmed for this meeting</b>
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To consider the request made by Councillor Brandt to fly a flag annually on International Women's Day and for 2018 to fly the flag for the duration of the festival to mark the centenary of Women receiving the right to vote (Representation of the People Act 1918)

<b>ITEM 22: ID: I017478</b>	<b>INSURANCE TENDER</b>  <b>Report Status: Confirmed for this meeting</b>
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Request for delegated authority to award Insurance Contract

<b>ITEM 23: ID: I017408</b>	<b>DRAFT HOUSING ASSISTANCE AND DISABLED ADAPTATIONS POLICY 2018</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
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A report to request CEB approval to go out to public consultation on the draft Housing Assistance and Disabled Adaptations Policy 2018.



<b>ITEM 24: ID: I017407</b>	<b>REGULATING THE PRIVATE RENTED SECTOR</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
The Council is committed to improving the conditions and management of the private rented sector in Oxford and this report sets out the various options that are available to achieve this aim.	

<b>ITEM 25: ID: I017516</b>	<b>OXFORD STATION SPD</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
The SPD has been out to public consultation the report to CEB will include a summary of the responses received together with the proposed changes to the SPD and a covering report	

<b>ITEM 26: ID: I017502</b>	<b>CHILDREN &amp; YOUNG PERSON STRATEGY 2018-2023</b>  <b>Report Status: Confirmed for this meeting</b>
This report requests CEB to agree the Children & Young Person Strategy for public consultation	

<b>ITEM 27: ID: I017588</b>	<b>LUCY FAITHFULL HOUSE</b>  <b>Report Status: Confirmed for this meeting</b>
The report seeks approval for the demolition of Lucy Faithfull House, the transfer of the site to the Council's housing company and making available the necessary loan finance for the development of the site to proceed.	

## **CEB 21 NOVEMBER 2017**

<b>ITEM 28: ID: I013443</b>	<b>MUSEUM OF OXFORD HIDDEN HISTORIES REDEVELOPMENT PROJECT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
<p>To update Members on the Museum of Oxford Hidden Histories Redevelopment Project;</p> <ul style="list-style-type: none"> <li>○ To update Member on the Museum of Oxford Hidden Histories Redevelopment Project</li> <li>○ To request approval to the revised project budget.</li> </ul>	

<b>ITEM 29: ID: I017158</b>	<b>IMPACT OF THE HOMELESSNESS REDUCTION ACT 2017</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	

<b>ITEM 30: ID: I016124</b>	<b>DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
<p>Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:</p> <ul style="list-style-type: none"> <li>• A date (“the Transfer Date”), on which all service delivery currently carried out by the Council’s Direct Services will be transferred to the two new LATCo companies. :</li> <li>• In regard to the Teckal Company, the terms of the Council’s entry into an appropriate agreement with the company (“the Service Contract”) under which the Teckal Company would undertake from the Transfer Date all relevant Council statutory functions and related work, as currently undertaken by Direct Services;</li> <li>• The arrangements to transfer all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company, such transfer being subject to the TUPE regulations;</li> <li>• The arrangements to ensure that all transferring staff will continue to have access to the Local Government Pension Scheme;</li> <li>• The terms of the contract between the two LATCo companies and the Council (“the Support Contract”) under which the Council would provide support services to both companies;</li> <li>• The terms under which the Council would enter into leases or licences with the two LATCO companies covering their occupation of relevant Council premises and use of Council resources;</li> <li>• The arrangements made to transfer to the Trading Company of all contracts with third parties in existence on the Transfer Date</li> <li>• The terms of the Shareholder’s Agreement to be made between the companies and the Council (acting though its Shareholder Group)</li> <li>• The provisions of an initial Business Plan (or Plans) for the Companies.</li> <li>• An aspiration that the project’s aim is to go live on 01 November 2017.</li> </ul>	

<b>ITEM 31: ID: I015275</b>	<b>EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME</b>  <b>Report Status: Provisional : Decision needs further consideration or information</b>
<p>To present an improvement scheme for the East Oxford Community Centre following public consultation.</p>	

## CEB 20 DECEMBER 2017

<b>ITEM 32:</b> <b>ID: I015522</b>	<b>BUDGET 2018/2019</b>  <b>Report Status: Confirmed</b>
<p>A new Budget for the period 2018/2019.</p> <ul style="list-style-type: none"> <li>· The pre-consultation draft report will be submitted to CEB in December 2017.</li> <li>The post-consultation draft report will be submitted to CEB in February 2018</li> <li>· The Budget will be submitted to Council for adoption in February 2018.</li> </ul>	
<b>ITEM 33:</b> <b>ID: I015525</b>	<b>TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18</b>  <b>Report Status: Confirmed</b>
<p>The Treasury Management Performance Report 2017/18 is submitted twice a year:</p> <ul style="list-style-type: none"> <li>· December 2017 – the position at the 30 September 2017 (Half Year)</li> <li>· September 2018 – the position at 31 March 2018 (Full Year)</li> </ul>	
<b>ITEM 34:</b> <b>ID: I015952</b>	<b>UPDATE OF THE CORPORATE PLAN 2018</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
<p>Update report on the Corporate Plan</p>	
<b>ITEM 35:</b> <b>ID: I015325</b>	<b>REVIEW OF HOME CHOICE PILOT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
<p>To update CEB on the 1st year's operation of the Home Choice Pilot.</p>	
<b>ITEM 36:</b> <b>ID: I016584</b>	<b>OXFORD CITY COUNCIL'S TENANCY STRATEGY &amp; POLICY STATEMENT 2018</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
<p>To request CEB approval to go out to public consultation on the draft Tenancy Strategy</p>	
<b>ITEM 37:</b> <b>ID: I016720</b>	<b>COUNCIL TAX REDUCTION SCHEME FOR 2018/19</b>  <b>Report Status: Confirmed</b>
<p>CEB Dec 2017: To recommend that Full Council adopt a new Council Tax Reduction Scheme from 2018/19</p>	
<p>Council Jan 2017: To adopt a new Council Tax Reduction Scheme from 2018/19</p>	

## CEB: 23 JANUARY 2018

<b>ITEM 38: ID: I015539</b>	<b>CITY CENTRE STRATEGY</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
To approve the City Centre Strategy which aims to <ul style="list-style-type: none"><li>• create and promote a strong investment proposition by informing the future role and direction of the city centre</li><li>• facilitate ongoing dialogue with those involved in the management and future of the city centre</li><li>• provide a framework for collaboration and action</li><li>• assist in the allocation of resources and prioritise actions</li></ul>	

<b>ITEM 39: ID: I011613</b>	<b>DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	

<b>ITEM 40: ID: I015077</b>	<b>SUSTAINABILITY STRATEGY 2017</b>  <b>Report Status: CEB: Provisional: Decision needs further consideration or information</b> <b>Council: Provisional: Decision needs further consideration or information</b>
The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	

## COUNCIL: 29 JANUARY 2018

to include any reports from CEB

## CEB: 13 FEBRUARY 2018

<b>ITEM 41: ID: I016225</b>	<b>TREASURY MANAGEMENT STRATEGY 2018/19</b>  <b>Report Status: Confirmed</b>
To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	

<b>ITEM 42: ID: I016226</b>	<b>CAPITAL STRATEGY 2018/19</b>  <b>Report Status: Provisional</b>
To consider the Capital Strategy 2018/19	

<b>ITEM 43: ID: I016228</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2018/19</b>  <b>Report Status: Confirmed</b>
This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	

### **BUDGET COUNCIL: 19 FEBRUARY 2018**

to include any reports from CEB

### **CEB: 20 MARCH 2018**

<b>ITEM 44: ID: I017125</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2018/19</b>  <b>Report Status: Confirmed</b>
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.	
Annual report listing the spend in 2017-2018 and proposals for 2018-2019 for approval.	

<b>ITEM 45: ID: I016330</b>	<b>MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
To seek project approval for the Museum of Oxford Hidden Histories Project	

### **CEB: 17 APRIL 2018**

<b>ITEM 46: ID: I016994</b>	<b>LOCAL LAND CHARGES - INCREASE IN FEES</b>  <b>Report Status: Confirmed</b>
To amend the Council's Local Land Charges fees in the schedule of fees and charges so they match the increased Oxfordshire County Council's fees.	

### **COUNCIL : 23 APRIL 2018**

to include any reports from CEB

### **ANNUAL COUNCIL: 15 MAY 2018**

<b>ITEM 47: ID: I016990</b>	<b>APPOINTMENT TO COUNCIL COMMITTEES 2018/19</b>  <b>Report Status: Confirmed</b>
To appoint to Council Committees for the 2018/19 Council year.	

### **CEB: 22 MAY 2018**

<b>ITEM 48: ID: I016991</b>	<b>FUSION LIFESTYLE'S 2018/19 ANNUAL SERVICE PLAN</b>  <b>Report Status: Confirmed</b>
To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	

## CEB: 19 JUNE 2018

<b>ITEM 49: ID: I014947</b>	<b>DRAFT LOCAL PLAN</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To present the draft Local Plan following public consultation on the preferred option.	

<b>ITEM 50: ID: I017365</b>	<b>APPOINTMENT TO OUTSIDE BODIES 2018/19</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
To review and appoint council representatives to Outside bodies for 2018/19	

<b>ITEM 51: ID: I014681</b>	<b>MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18</b>  <b>Report Status: Provisional</b>
To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	

## CEB: 17 JULY 2018

<b>ITEM 52: ID: I017364</b>	<b>COUNCIL TAX REDUCTION SCHEME FOR 2019/20</b>  <b>Report Status:</b>
To review the Council Tax Reduction Scheme	

**To:** City Executive Board  
**Date:** 16 October 2017  
**Report of:** Head of Planning, Sustainable Development and Regulatory Services  
**Title of Report:** Annual Monitoring Report 2016/17

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the Annual Monitoring Report for publication.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	A Vibrant and Sustainable Economy Meeting Housing Needs Strong and Active Communities A Clean and Green Oxford An Efficient and Effective Council
<b>Policy Framework:</b>	The Annual Monitoring Report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme. The scope of those policies is wide and encompasses all of the Council's corporate priorities.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the Annual Monitoring Report 2016/17 for publication.</li> <li>2. <b>Authorise</b> the Head of Planning, Sustainable Development and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.</li> </ol>	

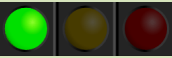


<b>Appendices</b>	
Appendix 1	Annual Monitoring Report 2016/17
Appendix 2	Risk Assessment

## Introduction and background

1. The Annual Monitoring Report (AMR) 2016/17 assesses the effectiveness of planning policies contained within Oxford's Local Plan as well as the implementation of the Local Development Scheme, Statement of Community Involvement and the Duty to Cooperate. The AMR also includes Community Infrastructure Levy (CIL) reporting. The AMR covers the period 1st April 2016 to 31st March 2017 and is a factual document.
2. Section 35 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to publish monitoring reports at least yearly in the interests of transparency.
3. The AMR provides feedback to Members, stakeholders and residents on the performance of planning policies and whether the objectives of those policies are being achieved. In doing so, monitoring enables the City Council to respond more quickly to changing priorities and circumstances. In addition, statutory plans are assessed at independent examination on whether the policies are founded on robust and credible evidence, and whether there are clear mechanisms for implementation and monitoring.

### Findings of the 2016/17 Annual Monitoring Report

4. The performance of planning policies is monitored using a traffic-light approach. Performance in 2016/17 is summarised in Table 1.

	 Targets and objectives have been met / data indicates good progress towards meeting targets.	 Limited progression towards meeting targets / insufficient information to make an assessment.	 Data indicates under-performance against targets and objectives.
A Vibrant and Sustainable Economy	3	3	0
Meeting Housing Needs	5	3	0
Strong and Active Communities	3	0	0
A Clean and Green Oxford	7	1	1
An Efficient and Effective Council	N/A – Traffic lights are not used to monitor progress in this section as there are no fixed targets.		

**Table 1: Summary of performance against targets 2016/17**

5. Overall performance in 2016/17 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.

#### A Vibrant and Sustainable Economy

6. AMR indicators show that current policies are providing strong protection for existing protected key employment sites.
7. 20,773m<sup>2</sup> of new B1 employment floorspace was permitted during the 2016/17 monitoring year. This exceeds the Corporate Plan target of 15,000m<sup>2</sup>. There has also been continued investment in new medical research and hospital healthcare facilities in Oxford during the monitoring year, with 60,228m<sup>2</sup> of new floorspace permitted during 2016/17. Oxford's employment land supply will be reviewed further as part of the work on the emerging Oxford Local Plan 2036.



8. With the new Westgate expected to open in October 2017, Oxford's city and district centres have entered a period of change. The [Retail and Leisure Study for Oxford \(Carter Jonas, 2017\)](#) assesses the success, vibrancy and opportunities in the city centre and confirms that there are a significant number of retailers who are looking for a presence in Oxford that have not yet got premises. This provides confidence that there are further retailers who are looking for vacant units within Oxford. These are important issues that the emerging Local Plan 2036 is considering, particularly in relation to the roles and character of Oxford's district centres.

#### Meeting Housing Needs

9. In 2016/17 373 (net) new homes were completed in Oxford. This is close to the 400 dwellings per year annualised target set in the Core Strategy. The cumulative number of dwellings completed in the 11 years since the start of the Core Strategy period (2006/07 to 2016/17) is 4,216 dwellings (net). The cumulative number of completions that might have been expected during this period is 4,400 dwellings. Therefore at the end of 2016/17 there were just 184 fewer completed dwellings than might have been expected which is very positive considering that this period includes the start and entire 2007/08 financial crisis which had a dramatic impact on the housebuilding industry for several years. It is anticipated that this shortfall will be addressed within the next few years as major schemes such as Barton Park Phase 1 (237 dwellings), Littlemore Park (270 dwellings) and Land North of Littlemore Healthcare Trust (140 dwellings) are built out. The City Council is also working in partnership with Nuffield College to develop the Oxpens site which will ultimately deliver 300-500 new homes. Another 500 new homes are also planned for the Northern Gateway site and a further 648 homes will be delivered through Barton Park Phases 2 and 3. These schemes will all include a significant proportion of affordable housing.
10. Planning permission was granted for four developments of 10 or more C3 residential dwellings in 2016/17 where the provision of 50% affordable housing was required under Policy HP3. Three of these developments met the full 50% requirement. One development (Jericho Canalside) had a slightly reduced level of on-site provision (40% affordable housing) due to economic viability issues resulting from the provision of a new bridge and public open space.
11. 20 affordable homes were completed in 2016/17 on the site of the Former Cowley Community Centre, Barns Road. As with the overall housing numbers for completions and permissions, it is natural for affordable housing delivery to fluctuate due to the limited number of larger sites available within Oxford. However, as mentioned above, affordable housing delivery is expected to increase in future monitoring years.
12. In addition, £183,450 was received in financial contributions towards affordable housing during 2016/17.
13. Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford and all increases in academic floorspace that would facilitate an increase in student numbers at the two Universities should be matched by an equivalent increase in student accommodation. Applications for new academic floorspace by the University of Oxford, or its colleges, were permitted in 2016/17 because the University was below its 3,000 target at 2,932 in 2015/16. No planning applications

for new academic floorspace were received from Oxford Brookes University during the 2016/17 monitoring year.

14. In 2016/17, the University of Oxford had 2,777 students living outside of university provided accommodation in Oxford. Oxford Brookes University had 4,180 students living outside of university provided accommodation in Oxford in 2016/17. This information was provided to the City Council in late August/early September 2017. This information would be a key consideration in determining any planning applications for new or redeveloped academic floorspace that may be submitted by the universities.
15. Oxford Brookes University has commented that they have continued to exceed the 3,000 target due to an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012. Oxford Brookes has identified that the proportion of students who decide to live in Oxford has increased from around 64% in 2010 to well over 70% in 2016, meaning that their residential halls (including university owned and those under nomination agreements) cannot meet this increased demand. It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.
16. In the 2016/17 monitoring year 295 (net) units of student accommodation were completed in Oxford. Planning permission was granted for a further 390 (net) units of student accommodation in 2016/17. In addition, a number of other student accommodation schemes have been considered by the City Council during the monitoring year:
  - In March 2016 the West Area Planning Committee resolved to grant planning permission for 500 student accommodation units on the site of the Oxford Business Centre, Osney Lane pending the completion of a s106 legal agreement which would include a financial contribution towards the provision of affordable housing elsewhere in Oxford.
  - Planning permission was granted in April 2017 for 117 student rooms on Iffley Road and works have since commenced on site.
  - Planning permission was granted in May 2017 for a net increase of 146 student rooms at Balliol College Sports Ground. Works commenced on site in July 2017.
  - Planning permission was granted in August 2017 for 144 student rooms on land at Swan Motor Centre on Between Towns Road.
  - There is also a current planning application which was received in November 2016 and is pending determination for the British Telecoms site on James Wolfe Road for 885 student accommodation units.

There are also a number of other student accommodation developments that are expected to be completed in the next 5 years such as London Road/Latimer Road (175 student rooms), Queen Street/Aldate's (133 student rooms) and Canterbury House, Cowley Road (78 student rooms). In 2016/17 the City Council has only granted planning permission for additional purpose-built student accommodation on sites that meet the locational requirements of the Sites and Housing Plan.

### Strong and Active Communities

17. Significant progress has been made towards delivering new homes at Barton Park. Phase 1 of the development (237 dwellings) commenced on site in January 2017 and it is anticipated that dwellings will begin to be occupied towards the end of 2017. Phase 1 includes 40% affordable housing (95 units), all of which will be provided as social rent. Two further reserved matters applications for community sports facilities and a community sports pavilion were approved in April and December 2016. Work is on-going to bring forward the subsequent phases of development. The delivery of Barton Park will help to support the regeneration of the wider Barton and Northway areas.
18. A health impact assessment to identify retrospective enhancements at Barton Park and proactive recommendations for Underhill Circus and the Barton Healthy Living Centre was completed in January 2017. Barton Healthy New Town is part of the Town and Country Planning Association's Developer and Wellbeing national programme.
19. Pre-application discussions relating to the Northern Gateway development are at an advanced stage. A masterplan is being produced for the overall outline scheme, as well as more detailed plans for Phase 1a of the development. It is anticipated that an outline planning application may be submitted by the end of 2017.
20. Significant progress has been made on key projects in the West End during 2016/17. This includes the redevelopment of the Westgate Centre and the production of the Oxford Station Supplementary Planning Document (SPD). The City Council is also working with Nuffield College (OXWED) to bring forward the Oxpens development.

### A Clean and Green Oxford

21. Planning policies are continuing to protect and enhance Oxford's natural environment. There has been no loss of public open space or areas of biodiversity importance during 2016/17.
22. Planning permission was granted for new sports facilities on Horspath Road which are to replace those on Roman Way (the former Rover Sports and Social Club) to allow for the expansion of the BMW factory. The re-provision of sports facilities has been funded through a Section 106 legal agreement with BMW and represents a significant improvement of facilities.
23. Planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes with 20% on-site renewable energy generation being achieved on all qualifying sites in 2016/17.
24. The only indicator where the target has not been met relates to planning appeals where conservation areas were cited as a reason for refusal. In 2016/17 there were only two such appeals, which is good, however because the indicator seeks 80% to be dismissed then in effect it would have required both of them to have been dismissed (ie 100%) to have meet the target.

### An Effective and Efficient Council

25. Work on the emerging Oxford Local Plan 2036 has continued during 2016/17. The Local Plan will provide a long-term planning framework to deliver the managed growth of Oxford to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. An

initial ‘first steps’ consultation was undertaken during summer 2016. The City Council then reviewed the comments received alongside other evidence to develop preferred policy options which were consulted on during summer 2017. The consultation responses received at the preferred options stage will help to inform the production of the Draft Local Plan.

26. The City Council has continued to engage in on-going, constructive collaboration with neighbouring authorities and other statutory bodies as required under the Duty to Cooperate. This includes engagement in relation to the new Oxford Local Plan 2036 and active involvement in a number of on-going joint-working and partnership relationships. The Growth Board is working to address Oxford’s unmet housing (and affordable housing) need. A ‘working assumption’ of 15,000 unmet need for Oxford has been agreed, as has an apportionment of how this should be divided between the Oxfordshire districts by 2031. A memorandum of understanding was agreed with the participating councils through the Growth Board in September 2016.

**Environmental Impact**

27. There are no environmental implications arising from this report, however the AMR does report on environmental issues such as biodiversity, energy efficiency and compliance with the Natural Resources Impact Analysis (NRIA) requirements.

**Financial implications**

28. There are no financial implications arising from this report, however the AMR does report on the collection and spending of monies through the Community Infrastructure Levy (CIL) and s106 developer contributions.

**Legal issues**

29. The preparation and publication of the AMR is a statutory requirement, as set out in Appendix B of the AMR.

**Level of risk**

30. A risk assessment has been undertaken and the risk register is attached (Appendix 2). All risks have been mitigated to an acceptable level.

**Equalities impact**

31. There are no equalities impacts arising from this report.

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**Background Papers:** None

# Annual Monitoring Report

1 April 2016 - 31 March 2017

Published October 2017



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## Introduction

### Building a world-class city for everyone

- 1.1 The City Council's ambition, developed with partners including local businesses, community organisations, the health and education sectors and the County Council, is to make Oxford a world-class city for everyone. Planning plays a key role in helping to deliver this, by encouraging and facilitating positive improvements in the quality of Oxford's built and natural environments. Planning is essential in ensuring that Oxford has the homes, jobs and infrastructure necessary to make this vision a reality. The Annual Monitoring Report (AMR) reviews how effective our planning policies and processes are in helping to achieve this vision.
- 1.2 Regularly reviewing the effectiveness of Oxford's planning policies (Appendix A) helps to ensure that progress is being made towards achieving objectives. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended or if wider social, economic or environmental conditions change. The City Council also has a legal duty to monitor certain aspects of planning performance (Appendix B).
- 1.3 This is Oxford's thirteenth AMR. It monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026 (Appendix C). Performance against Core Strategy Sustainability Appraisal targets is also assessed (Appendix D).
- 1.4 The AMR is based on the City Council's five corporate priorities, as set out in the Corporate Plan: A Vibrant and Sustainable Economy; Meeting Housing Needs; Strong and Active Communities; A Clean and Green Oxford; and An Efficient and Effective Council.

### How performance is assessed

- 1.5 Throughout the AMR traffic light symbols are used to summarise performance in relation to targets and to highlight where action may need to be taken:



**Explanation:** Targets and objectives have been met or data indicates good progress towards meeting them.

**Action:** Continue policy implementation as normal.



**Explanation:** Limited progress towards meeting targets or where there is insufficient information to make an assessment.

**Action:** The policy requires close attention in the next monitoring year.



**Explanation:** Data indicates under-performance against targets.

**Action:** Monitor the policy closely during the following monitoring year. Consecutive red scores may indicate that policies require adjusting or replacing because they are not working as intended or are no longer relevant.

## Summary of Performance 2016/17

### A Vibrant and Sustainable Economy



3 (50%)



3 (50%)



0 (0%)

- 1.6 Oxford makes a significant contribution to the national economy and is a global centre for education, health, bioscience, digital and car manufacturing. AMR indicators show that current policies are providing strong protection for existing protected key employment sites (Indicator 1). Oxford's employment land supply will be reviewed further as part of the work on the emerging Oxford Local Plan 2036.
- 1.7 Indicators show that 20,773m<sup>2</sup> of new B1 floorspace was permitted during the 2016/17 monitoring year. This exceeds the Corporate Plan target of 15,000m<sup>2</sup> (Indicator 2). There has also been continued significant investment in new medical research and hospital healthcare facilities in the city, with 60,228m<sup>2</sup> of new floorspace permitted during 2016/17.
- 1.8 With the new Westgate expected to open in October 2017, Oxford's city and district centres have entered a period of change. The Retail and Leisure Study for Oxford (Carter Jonas, 2017) assesses the success, vibrancy and opportunities in the city centre and confirms that there are a significant number of retailers who are looking for a presence in Oxford that have not yet got premises. This provides confidence that there are further retailers who are looking for vacant units within Oxford. These are important issues that the emerging Local Plan 2036 is considering, particularly in relation to the roles and character of Oxford's district centres.

### Meeting Housing Needs



5 (62.5%)



3 (37.5%)



0 (0%)

- 1.9 There is a severe housing crisis in Oxford. A growing population means that there is high demand for housing, but the supply of new homes is limited by the constrained nature of the city. The average house price in Oxford is now sixteen times the average wage, making Oxford the least affordable place to live in England.
- 1.10 Tackling the housing crisis is one of the City Council's top priorities. The City Council is actively working to build as many affordable homes as possible, to unlock a series of major development sites, to work with private landlords to raise standards in rented homes, to retain a significant stock of social housing and to work with neighbouring councils and central Government to meet our housing need.
- 1.11 In 2016/17 373 (net) new homes were completed in Oxford. This is close to the 400 dwellings per year annualised target set in the Core Strategy (Indicator 7).
- 1.12 The cumulative number of dwellings completed in the 11 years since the start of the Core Strategy period (2006/07 to 2016/17) is 4,216 dwellings (net). The cumulative number of completions that might have been expected during this period is 4,400 dwellings. Therefore at the end of 2016/17 there were just 184 fewer completed dwellings than might have been expected, which is very positive considering that this period includes the 2007/08 financial crisis which had a dramatic impact on the housebuilding industry for several years. It is

anticipated that this shortfall will be addressed within the next few years as major schemes such as Barton Park Phase 1 (237 dwellings), Littlemore Park (270 dwellings) and Land North of Littlemore Healthcare Trust (140 dwellings) are built out. The City Council is also working in partnership with Nuffield College to develop the Oxpens site which will deliver 300-500 new homes. Another 500 new homes are also planned for the Northern Gateway site and a further 648 homes will be delivered through Barton Park Phases 2 and 3. These schemes will all include a significant proportion of affordable housing.

- 1.13 Planning permission was granted for four developments of 10 or more C3 residential dwellings in 2016/17 where the provision of 50% affordable housing was required under Policy HP3. Three of these developments met the full 50% requirement. One development (Jericho Canalside) had a slightly reduced level of on-site provision (40% affordable housing) due to economic viability issues resulting from the provision of a new bridge and public open space. On balance, it was considered that reduced on-site provision of affordable housing was acceptable in this case given the public benefits of providing a new bridge and public open space.
- 1.14 20 affordable homes were completed in 2016/17 on the site of the Former Cowley Community Centre, Barns Road. As with the overall housing numbers for completions and permissions, it is natural for affordable housing delivery to fluctuate due to the limited number of larger sites available within Oxford. However, as mentioned above, affordable housing delivery is expected to increase in future monitoring years.

**Strong and Active Communities**



3 (100%)



0 (0%)



0 (0%)

- 1.15 Not only is Oxford's population growing, it is also becoming increasingly diverse. It is important that all groups in the community have opportunities to engage in city life and to achieve their potential.
- 1.16 Significant progress has been made towards delivering new homes at Barton Park. Phase 1 of the development (237 dwellings) commenced on site in January 2017 and it is anticipated that dwellings will begin to be occupied towards the end of 2017. Phase 1 includes 40% affordable housing (95 units), all of which will be provided as social rent. Two further reserved matters applications for community sports facilities and a community sports pavilion were approved in April and December 2016. Work is on-going to bring forward the subsequent phases of development. The delivery of Barton Park will help to support the regeneration of the wider Barton and Northway areas.
- 1.17 A health impact assessment to identify retrospective enhancements at Barton Park and proactive recommendations for Underhill Circus and the Barton Healthy Living Centre was completed in January 2017. Barton Healthy New Town is part of the Town and Country Planning Association's Developer and Wellbeing national programme.
- 1.18 Pre-application discussions relating to the Northern Gateway development are at an advanced stage. A masterplan is being produced for the overall outline scheme, as well as more detailed

plans for Phase 1a of the development. It is anticipated that an outline planning application will be submitted by the end of 2017.

- 1.19 Significant progress has been made on key projects in the West End during 2016/17. This includes the redevelopment of the Westgate Centre and the production of the Oxford Station Supplementary Planning Document (SPD). The City Council is also working with Nuffield College (OXWED) to bring the Oxpens development.

## A Clean and Green Oxford



7 (78%)



1 (11%)



1 (11%)

- 1.20 Long term environmental sustainability is key to ensuring Oxford's future. The City Council's vision is for Oxford to be a city that is energy efficient, rich in biodiversity and with a growing resource of fossil-free energy and a demonstrably lower environmental footprint.
- 1.21 Oxford's planning policies are continuing to protect and enhance the city's natural environment. There has been no loss of public open space (Indicator 32) or areas of biodiversity importance (Indicator 25) during 2016/17.
- 1.22 Planning permission was granted for new sports facilities on Horspath Road which are to replace those on Roman Way (the former Rover Sports and Social Club) to allow for the expansion of the BMW factory. The re-provision of sports facilities has been funded through a Section 106 legal agreement with BMW and represents a significant improvement of facilities.
- 1.23 Planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes with 20% on-site renewable energy generation being achieved on all qualifying sites in 2016/17 (Indicator 26).
- 1.24 The only indicator to score red due to under-performance against targets was Indicator 30: Appeals allowed where conservation policies are cited as a reason for refusal. Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Only two appeals were determined where the historic environment policies applied meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target had been met. This issue occurred in the AMR 2015/16 also and suggests that a percentage based target may not be the most accurate measurement of the success of the policy when there is a reduced rate of appeals. This shows that, in the upcoming Local Plan 2036, an alternative method of measuring comparable heritage policies should be explored.

## An Efficient and Effective Council

- 1.25 Work on the emerging Oxford Local Plan has continued during 2016/17. The Local Plan will provide a long-term planning framework to deliver the managed growth of Oxford to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. An initial 'first steps' consultation was

undertaken during summer 2016. The City Council then reviewed the comments received alongside other evidence to develop preferred policy options which were consulted on during summer 2017. The consultation responses received at the preferred options stage will help to inform the production of the Draft Local Plan.

- 1.26 The City Council has continued to engage in on-going, constructive collaboration with neighbouring authorities and other statutory bodies as required under the Duty to Cooperate. This includes engagement in relation to the new Oxford Local Plan 2036 and active involvement in a number of on-going joint-working and partnership relationships. The Growth Board is working to address Oxford's unmet housing (and affordable housing) need. A 'working assumption' of 15,000 unmet need for Oxford has been agreed, as has an apportionment of how this should be divided between the Oxfordshire districts by 2031. A memorandum of understanding was signed in September 2016.

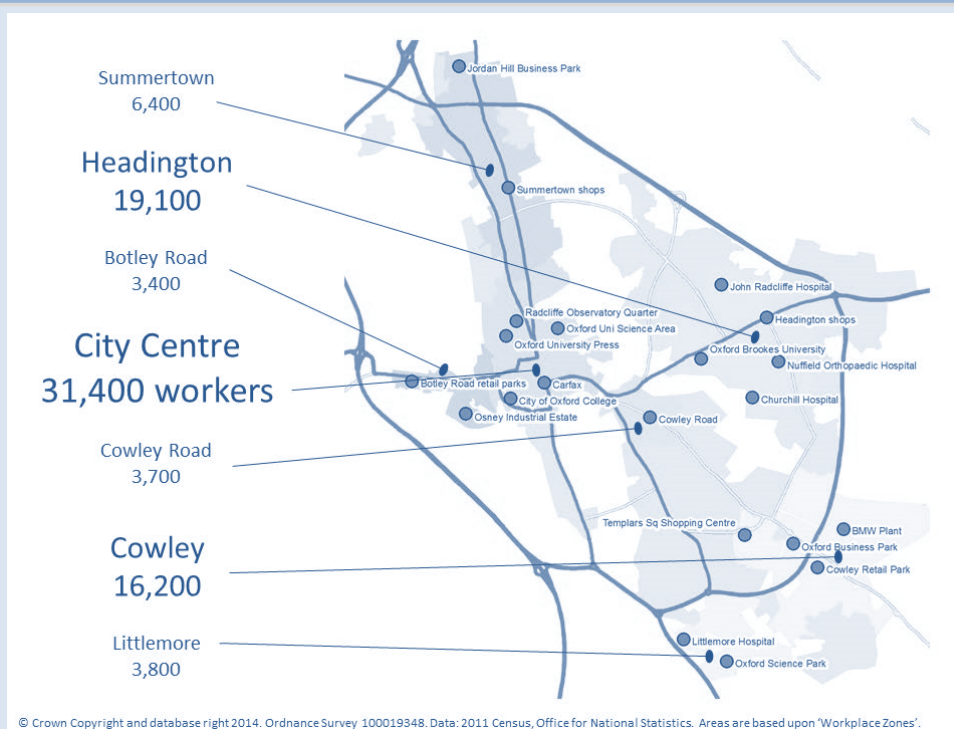
## A Vibrant and Sustainable Economy

**Ambition: A smart and entrepreneurial city with a thriving local economy supported by improved infrastructure, training and skills.**

### Snapshot of Oxford's Economy:

<b>Number of businesses:</b>	4,750 businesses were based in Oxford in 2015 <sup>1</sup> (+3.5% on 2014)
<b>Total number of jobs:</b>	133,000 jobs in Oxford in 2015 <sup>2</sup>
<b>People travelling into Oxford for work:</b>	46,000 people commute into Oxford for work. <sup>3</sup>
<b>Education and skills:</b>	In 2016, 60.9% of Oxford's residents between the ages of 16-64 had degree level qualifications or above, whilst 19.2% had low or no qualifications. <sup>4</sup>
<b>Unemployment:</b>	3,800 people in Oxford were considered unemployed in 2015. This represents 2.4% of Oxford's population. <sup>5</sup>
<b>Contribution to the National Economy:</b>	Oxford is ranked 7 <sup>th</sup> out of 55 English cities for its contribution to the national economy (£58,150 GVA per worker) <sup>6</sup> . Oxfordshire has also been named the most innovative business location in the UK by the Enterprise Research Centre <sup>7</sup> .
<b>Contribution of the universities:</b>	The University of Oxford contributes £2 billion GVA to the economy. Oxford Brookes University generated an income of £192.6 million in 2015/16.
<b>Annual number of visitors:</b>	Oxford attracts approximately 7 million visitors per year, generating £600 million of income for local businesses. Oxford is the seventh most visited city in the UK by international visitors. <sup>8</sup>

### Spatial distribution of jobs in Oxford:



<sup>1</sup> Nomis (2016) [UK Business Counts](#)

<sup>2</sup> Nomis (2015) [Job Density](#)

<sup>3</sup> Office of National Statistics (2011) Census Data

<sup>4</sup> Nomis (2015) Qualifications January December 2016 and Population Aged 16-64

<sup>5</sup> Nomis (2016) [Employment and Unemployment January 2016 - December 2016](#)

<sup>6</sup> Centre for Cities (2016) [Oxford Fact Sheet](#)

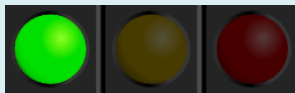
<sup>7</sup> Enterprise Research Centre [Benchmarking Local Innovation: The innovation geography of the UK](#)

<sup>8</sup> BIGGAR Economics (2017) The Economic Impact of the University of Oxford

**Indicator 1: EMPLOYMENT LAND SUPPLY**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

**Performance against target 2016/17:**



**Performance in previous two years:**



2.1 The Core Strategy seeks to support economic growth up to 2026 by allocating land for employment development and by protecting existing key employment sites. Table 1 shows the amount of land allocated for employment development in Oxford over the whole plan period, as well as total protected key employment sites in the city.

Employment Development Sites	B1a Office	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Sites and Housing Plan Allocated Sites (ha)	27.56	11.53	2.16	9.92	-	<b>51.17</b>
West End and Northern Gateway Allocated Sites (ha)	-	-	-	-	-	<b>14.90</b>
Existing Protected Key Employment Sites (ha)	27.42	-	26.01	109.56	11.00	<b>173.99</b>
<b>Total Gross Employment Land Supply (ha)</b>						<b>240.06</b>

**Table 1:** Oxford's gross employment land supply up to 2026 (allocated sites and those currently in use)<sup>9</sup>

2.2 There has been no change in the total gross employment land supply in 2016/17 when compared to the previous monitoring year. A thorough review of Oxford's employment land supply is being undertaken as part of the evidence base for the new Local Plan 2036.

### Protected Key Employment Sites

2.3 Policy CS28 of the Core Strategy states that changes of use away from B1, B2 or B8 business uses within protected key employment sites will not be supported.

2.4 There were five applications in the 2016/17 monitoring year that resulted in the loss of Class B floorspace within protected key employment sites. Three of these applications were for changes of use of parts of protected key employment sites from Class B uses to Sui Generis uses which would continue to have an economic function as taxi and minibuss administration offices:

- Application 15/03594/FUL related to a very small (30m<sup>2</sup>) unit within a larger block of modern serviced offices on the Oxford Business Park. The proposed Sui Generis use is compatible with the wider use of the building and maintains the overall employment function. B1a office uses are maintained within the vast majority of the building and therefore there was no overall loss of a protected key employment site.
- Application 16/00338/FUL proposed the change of use of Oxford Chilled Distribution Centre, Ferry Hinksey Road. The proposal would make use of a currently vacant site and

<sup>9</sup> Estimates for the West End and Northern Gateway have been included in the totals column as the exact breakdown between uses is unknown at present.

includes an employment function in the form of ancillary offices. Planning permission was granted for a temporary period only.

- Application 16/01882/FUL proposed the change of use of part of Unit 1 Isis Business Centre, Pony Road. Due to the nature and scale of the proposed use as a taxi operating business, this would not conflict with the remaining B1 uses in the building. A condition was attached to the planning permission requiring the unit's return to B1 use when the proposed occupier vacates the premises. Therefore the employment use would be maintained and there is no permanent loss of a protected key employment site.

2.5 A fourth application (16/00499/FUL), proposed the change of use of part of Humphris Oxford Ltd, Watlington Road from B2 industrial to A3 restaurant/café. The proposal involved the erection of a separate trailer for A3 use, with only one room of B2 floorspace being converted to food storage. The proposal, which would make use of an under-utilised area of land, was granted temporary planning permission. Therefore there would not be a permanent loss of B2 floorspace.

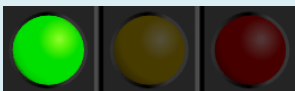
2.6 Finally, planning permission was granted for the partial change of use of Orion House, Sandy Lane West to bring 12,579m<sup>2</sup> of employment floorspace back into use (16/02878/FUL). The site had been vacant since 2014 and the scheme would bring back into use a significant portion of the East Point Business Park protected key employment site. The scheme involved a 50/50 split of floorspace between B1 and D1 uses to provide a private Cancer Care Centre.

2.7 Significantly, Policy CS27 was cited as the reason for refusal for several applications during the monitoring year, including refused application 16/01726/FUL which would have resulted in the loss of 464m<sup>2</sup> of B8 warehousing to a D2 gymnastics centre. This is an example of how the City Council's planning policies continues to protect key protected employment sites.


2.8 During the 2016/17 monitoring year, planning permission was also granted for new Class B floorspace within protected key employment sites (see Indicator 2).


**Indicator 2: PLANNING PERMISSIONS GRANTED FOR NEW B1 FLOORSPACE**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

**Performance against target 2016/17:** 

**Performance in previous two years:**

2015/16: 

2014/15: 

Monitoring Year	B1a Office	B1b Research + development	B1c Light industry	B1 General/ mixed B1 use	Total B1 floorspace permitted
2016/17	13,060m <sup>2</sup>	4,139m <sup>2</sup>	Nil	3,574m <sup>2</sup>	20,773m <sup>2</sup>
2015/16	513m <sup>2</sup>	48,458m <sup>2</sup>	Nil	-	48,971m <sup>2</sup>
2014/15	1,069m <sup>2</sup>	810m <sup>2</sup>	Nil	-	1,879m <sup>2</sup>

**Table 2:** New additional B1 floorspace (GIA) permitted 2014/15-2016/17



2.9 Table 2 shows that planning permission was granted for 20,773m<sup>2</sup> of new B1 floorspace in 2016/17. Much of this is attributed to planning permission being granted for a new four storey office building in the Oxford Science Park which would provide 6,974m<sup>2</sup> of new B1a floorspace (16/01945/FUL). Reserved matters permission was also granted for a new detached B1a office building on the Oxford Business Park, providing 766m<sup>2</sup> of office space (16/01578/RES). These substantial additions of B1 floorspace will strengthen the role of these key protected employment sites.

2.10 An additional 1,475m<sup>2</sup> of B1a floorspace was also granted planning permission at 42-43 Park End Street (16/01956/FUL). This is not included in Table 2 as planning permission was only granted for a temporary period for five years. However, the change of use of a former Sui Generis nightclub to B1a office space will contribute to the provision of office space in the city centre during this period.

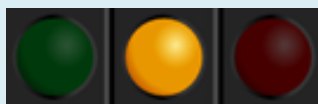
2.11 There is no specific target in the Local Plan for new B1 floorspace, however the Corporate Plan 2016-2020 sets a target of permitting 15,000m<sup>2</sup> of employment floorspace each year from 2016/17 onwards. In this context, permissions for new employment floorspace granted in 2016/17 exceeded expectations.

**Indicator 3: PLANNING PERMISSIONS GRANTED FOR KEY EMPLOYMENT USES (hospital healthcare, medical research and university academic teaching and study)**

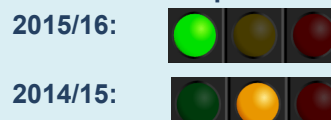
**Target: Majority (more than 50%) of new hospital healthcare and medical research development to focus on Headington and Marston. 100% of new academic (teaching and study) development to focus on existing sites under the control of the universities.**

(Oxford Core Strategy Policies CS25, CS29 & CS30)

**Performance against target 2016/17:**



**Performance in previous two years:**



2.12 Oxford is home to world-class hospital healthcare and medical research facilities. The hospital trusts based in Oxford and University medical schools also provide significant employment opportunities within the city.

2.13 Table 3 shows that planning permission was granted for 60,228m<sup>2</sup> of new hospital healthcare and medical research floorspace in 2016/17. This demonstrates the on-going investment in medical research and hospital healthcare facilities in the city.

2.14 The majority (89.73%) of hospital healthcare and medical research development permitted in Oxford during 2016/17 was on existing sites in Headington and Marston in accordance with the Core Strategy target. The only development which was not located on an existing site was a private cancer care centre (16/02871/FUL).

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing sites in Headington and Marston?
16/01595/RES	Reserved matters for 48,000m <sup>2</sup> of D1 research floorspace and ancillary facilities at the University of Oxford Old Road Campus.	48,000 m <sup>2</sup>	<b>Located on existing site</b> (Old Road Campus)
16/00859/FUL	Provision of 62 bedrooms including communal areas, admin facilities, plant and store rooms (Ronald McDonald House).	3,741m <sup>2</sup>	<b>Located on existing site</b> (John Radcliffe Hospital)
16/02695/FUL	Demolition of temporary office building. Erection of two storey research building (Botnar 3).	1,855m <sup>2</sup>	<b>Located on existing site</b> (Nuffield Hospital)
15/03466/FUL	Erection of two storey extension to the Clinical Bio-Manufacturing Facility.	445m <sup>2</sup>	<b>Located on existing site</b> (Churchill Hospital)
16/02878/FUL	Partial change of use of ground floor from B1a office to mixed use B1a/D1 private cancer care centre and office.	6,187m <sup>2</sup>	<b>Not located on existing site</b> (East Point Business Park, Littlemore)
16/02485/FUL (Temporary)	Erection of theatre unit for a temporary period of 28 weeks.	N/A – not permanent floorspace	<b>Located on existing site</b> (John Radcliffe Hospital)
<b>TOTAL:</b>		<b>60,228m<sup>2</sup></b>	<b>(89.7% located on existing sites)</b>

**Table 3:** Location of new hospital healthcare and medical research developments permitted in 2016/17

2.15 Oxford is also a global centre for education and the city benefits significantly from the presence of the two Universities both in terms of the skills emerging from them and employment and investment opportunities.

2.16 Table 4 shows planning permissions granted in 2016/17 for new university academic teaching and study floorspace. University of Oxford developments were permitted as the University had met the requirements of Core Strategy Policy CS25, which requires each university to have no more than 3,000 students living outside of university provided accommodation in Oxford (Indicator 17). All of the developments permitted would be located on existing sites under the control of the University in accordance with the Core Strategy target.

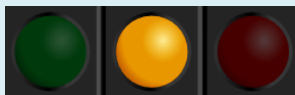
Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing university site?
<b>The University of Oxford</b>			
16/01457/FUL	Erection of four storey building. Refurbishment of the ground floor, insertion and replacement of doors and windows of Chavasse Building.	482m <sup>2</sup>	<b>Located on existing site</b> (St. Peter's College)
16/00641/FUL (Temporary)	Erection of a marquee in college grounds for a temporary period.	N/A – not permanent floorspace	<b>Located on existing site</b> (St. Anne's College)
16/02556/FUL (Temporary)	Retention of the existing temporary buildings for a temporary period of three years or until occupation of the Amenities and Bio	N/A – not permanent floorspace	<b>Located on existing site</b> (Old Road Campus)
<b>Oxford Brookes University</b>			
No planning applications received.			
<b>TOTAL:</b>		<b>482m<sup>2</sup></b>	<b>(100% on existing sites)</b>

**Table 4:** University academic (teaching and study) development permitted 2016/17

**Indicator 4: LOCATION OF NEW A1 RETAIL DEVELOPMENT**

**Target: 100% of new A1 retail development to be located within city, district and neighbourhood centres** (Oxford Core Strategy Policy CS31)

**Performance against target 2016/17:**



**Performance in previous two years:**

**2015/16:**

**2014/15:**

2.17 The Core Strategy aims to focus land uses that attract a large number of people (such as retail) in the city centre, primary district centre, four other district centres and neighbourhood centres. These are highly accessible locations, reducing the need to travel by car. This also encourages the reuse of previously developed land and helps to maintain the vitality of Oxford's centres. Table 5 outlines planning permissions granted for new A1 retail development in 2016/17 and whether they complied with the locational requirements of Policy CS31.

Application Reference	Site	Proposed Retail Development	Net Additional A1 floorspace (GIA)	Within the six areas of Oxford's retail hierarchy?
16/00416/FUL	The Cricket Pavilion University Parks	Part change of use of Rhodes Pavilion from office and storage area to A1 retail	149m <sup>2</sup>	<b>Not located within the retail hierarchy</b> A sandwich shop intended to serve those visiting University Parks. Minor convenience function.
16/01576/FUL	109, 110 And 111 Walton Street	Erection of extensions. Change of use of ground floor of 109 Walton Street from A5 hot food take-away to A3 restaurant/cafe and A1 retail, change of use of ground floor of 110 Walton Street from A1 retail to A3 restaurant/cafe and change of use of first floor of 109 Walton Street and 110 Walton Street to C1 hotel.	18m <sup>2</sup>	<b>Not located within the retail hierarchy</b> Supports 50% A1 retail on Walton Street in accordance with Saved Local Plan Policy RC6.
17/00450/FUL	Unit 7 Oxford Retail Park Ambassador Avenue	Erection of single storey pod for use as A1 dry cleaning, key cutting, shoe and watch repairs.	17m <sup>2</sup>	<b>Not located within the retail hierarchy</b> Located on existing retail park.
<b>Total:</b>			<b>184m<sup>2</sup></b>	<b>(0% located within city, district and neighbourhood centres)</b>

**Table 5: New A1 retail floorspace permitted in 2016/17**

2.18 Table 5 shows that planning permission was granted for three developments that would result in new A1 retail floorspace in 2016/17. All of these applications were located on sites that do not fall within Oxford's retail hierarchy and therefore did not comply with the locational requirements of Policy CS31. However, the three applications combined represent a total net increase in A1 floorspace of 184m<sup>2</sup> which is unsubstantial. This indicator is intended to help

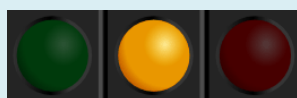
monitor whether developments which attract substantial numbers of people are suitably located; in this instance, clearly, these developments will not attract a significant number of people. Therefore, the indicator for this year is amber.

- 2.19 Several reserved matters applications for Westgate were also permitted during the 2016/17 monitoring year for an array of aspects of the scheme, including the configuration of internal floorscape (17/00719/RES). Upon the completion of the Westgate Shopping Centre, expected October 2017, it will significantly enhance the retail offer in the city’s commercial centre, while also creating additional jobs in the city’s commercial centre. This will reinforce the retail attraction of the city centre and will thereby support the retail hierarchy.

### Indicator 5: DESIGNATED RETAIL FRONTAGES

**Target: Local Plan targets for A1 uses on designated frontages in the city and district centres should be met** (Saved Oxford Local Plan Policies RC3 & RC4)

Performance against target 2016/17:



Performance in previous two years:

2015/16:



2014/15:



### Vitality

- 2.20 Saved Local Plan Policies RC3 and RC4 identify a number of designated retail frontages and set targets for the proportion of A1 retail units each should contain at ground floor level. The city centre is identified as being the main location for new retail development, with district centres identified as being suitable for retail serving local level needs. The targets for district shopping frontages are therefore slightly lower than for the city centre.

	Target	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
<b>City Centre</b>							
Primary shopping frontage	75%	74.30%	75.29%	78.19%	77.73%	78.57%	79.15%
Secondary shopping frontage	50%	49.24%	50.00%	50.00%	52.27%	51.88%	-
<b>District Shopping Frontages</b>							
Cowley Primary district Centre	65%	74.00%	72.04%	73.91%	74.73%	74.71%	74.42%
Cowley Road	65%	58.00%	56.60%	58.49%	50.33%	58.49%	58.49%
Headington	65%	63.00%	62.50%	63.39%	64.29%	63.40%	63.72%
Summertown	65%	63.00%	63.00%	63.00%	64.00%	64.36%	64.36%
Blackbird Leys <sup>10</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Table 6:** Designated Retail Frontages - Percentage of A1 retail units at ground floor level 2011/12-2016/17<sup>11</sup>

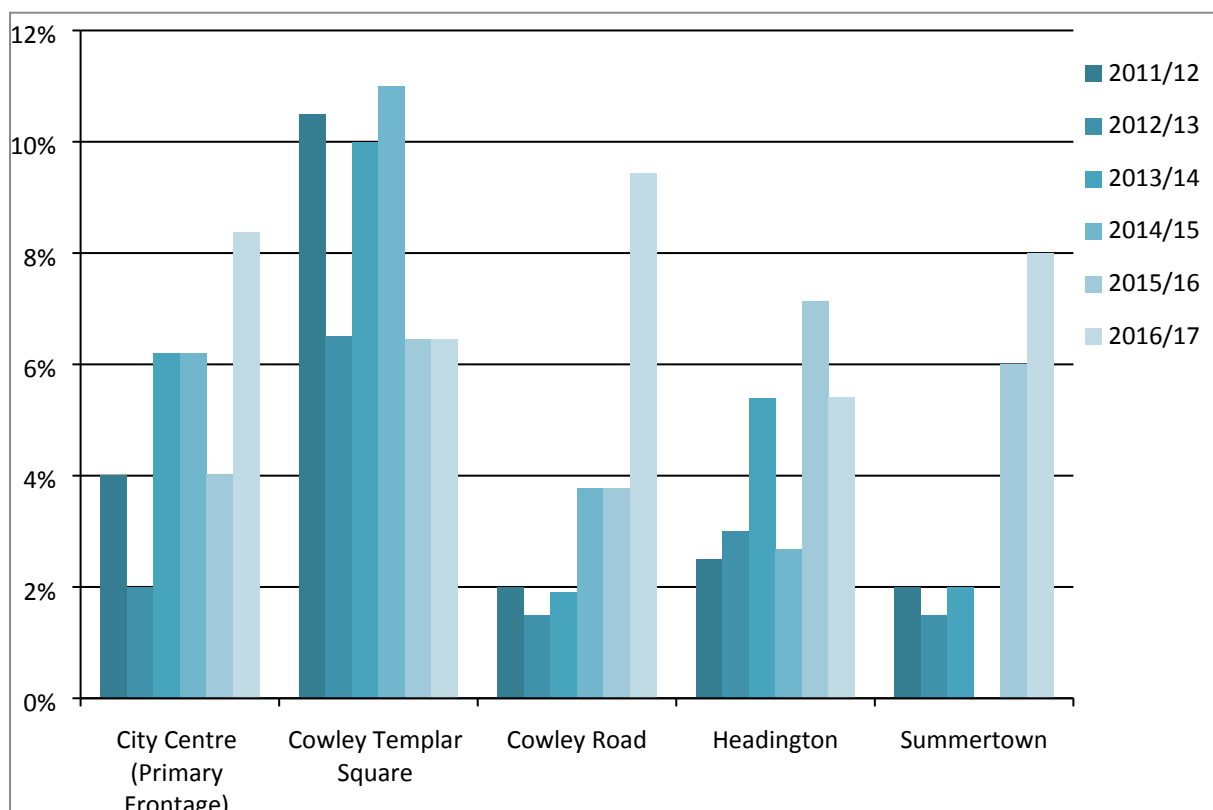
<sup>10</sup> Blackbird Leys is a new district centre designated by the Core Strategy and therefore targets from Saved Local Plan Policies do not apply.

<sup>11</sup> 2015/16 and 2016/17 figures for the city centre primary shopping frontage exclude the Westgate Centre as this was being redeveloped during this period.

- 2.21 As Table 6 shows, there have been slight decreases in the proportion of A1 retail uses at ground floor level in the city centre during the 2016/17 monitoring year. It should be noted that the 2015/16 and 2016/17 figures for the city centre primary shopping frontage exclude Westgate as this was being redeveloped during this period. Once the new Westgate is completed, and as part of city centre primary shopping frontage as proposed in the Oxford Local Plan 2036 Preferred Options, then the proportion of A1 retail in the city centre will be strengthened.
- 2.22 The majority of Oxford’s district centres saw slight increases in the proportion of A1 retail uses at ground floor level during the 2016/17 monitoring year.
- 2.23 In recent years, additional permitted development rights have been introduced by central Government allowing A1 retail uses to change, temporarily or permanently, to other specified uses without the need for planning permission (although prior approval is required in some cases). This means that it is slightly more difficult to control the proportion of A1 retail uses on Oxford’s designated street frontages through the planning system. However, Table 6 indicates that this has not had a significant impact on Oxford’s designated frontages to date.

**Vacancy Rates**

2.24 The proportion of vacant units is a key market indicator used to measure the vitality and viability of city and district centres (Figure 1).



**Figure 1:** Designated retail frontages – proportion of vacant units 2011/12-2016/17<sup>12</sup>

<sup>12</sup> 2015/16 and 2016/17 figures for the city centre primary shopping frontage exclude the Westgate Centre as this this was being redeveloped during this period.

- 2.25 While the doubling of vacancy rates within the city centre may seem a retrogressive step for the vibrancy of Oxford’s city centre, the city centre is undergoing a period of significant change with the Westgate development and the development of a mixed use retail and student accommodation scheme nearby on Queen Street and St. Aldate’s (14/02256/FUL). Retail trends cannot be reasonably assessed until these developments are complete and the resultant disruptions from the building works removed. The opening of the new Westgate is likely to result in changes to Cornmarket Street, the Clarendon Centre and Queen Street, with occupiers shifting around. However, there is high demand for retail in Oxford as it is a regional shopping centre, drawing people in from surrounding towns and villages. The new Westgate was permitted with the evidence with there was a demand for significant new retail floorspace in Oxford.
- 2.26 Vacancy rates in Oxford’s district centres continue to fluctuate (Figure 1). It is notable that vacancy rates in Headington district centre were slightly lower in 2016/17 than in the previous monitoring year, which is a positive change.
- 2.27 There was an increase in the proportion of vacant units in the Cowley Road district centre in 2016/17. This seems congruent with a slow trend of increasing vacancy rates in the area over the course of the last five years. However the year 2016/17 saw a spike in vacancy rates. This will need further monitoring in subsequent years to understand whether this is a fluctuation of an existing trend or whether it marks the acceleration in vacancy rates in the area.

**Indicator 6: SUPPLY OF SHORT STAY ACCOMMODATION**

**Target: Net growth in short-stay accommodation bedrooms** (Oxford Core Strategy Policy CS32)

**Performance against target 2016/17:**



**Performance in previous two years:**



- 2.28 Tourism is a key part of Oxford’s economy and the city receives a large number of visitors each year. The Core Strategy seeks to support sustainable tourism by encouraging longer stays and greater spend in the city by increasing the amount and range of short-stay accommodation available. In the 2016/17 monitoring year planning permission was granted for 167 (net) additional short stay accommodation bedrooms in Oxford, mostly delivered via the proposal for 140 bedrooms at Unither House, Paradise Street (16/02689/FUL). This is a significant increase upon last monitoring year in which permission was granted for a net 70 rooms and highlights general trend towards a greater net increase in short-stay rooms. The possibility of future years yielding even higher permissions for short stay accommodation bedrooms is already evident, with a significant quantity of accommodation recently completed (over 200 rooms), notably 87 bedrooms at the Holiday Inn on Grenoble Road, or with outstanding permission (over 120 rooms), of which an extension to an existing Premier Inn in Cowley constitutes the majority, 63 bedrooms.<sup>13</sup>

<sup>13</sup> The figures for completions and outstanding permissions come from the soon to be published Hotel Background Paper, which is a background paper for the upcoming Local Plan 2036.

## Meeting Housing Needs

**Ambition: Improving Oxford residents' access to affordable and high-quality homes in good environments that are close to jobs and facilities.**

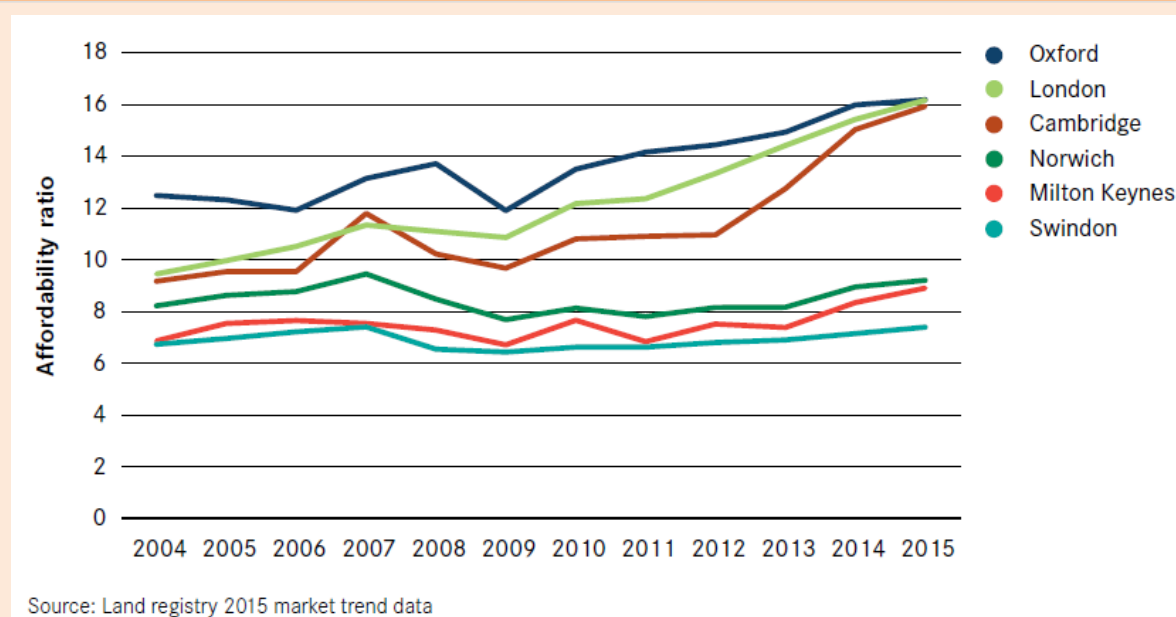
### Snapshot of Oxford's Housing Needs

<b>Total number of households:</b>	55,400 households in Oxford <sup>14</sup>
<b>Total students at Oxford University:</b>	23,179 students (December 2016)
<b>Total students at Oxford Brookes:</b>	17,069 students (December 2016)
<b>Housing Register:</b>	3,455 households <sup>15</sup> (March 2017)
<b>Households in temporary accomodation:</b>	96 households in temporary accommodation (March 2017). This is a 16% decrease from March 2016.
<b>Homeless households:</b>	125 households were accepted as statutory homeless in 2016/17. This is an 11% decrease from 2015/16. <sup>16</sup>

### Housing tenure changes over time:

Whilst the proportion of households who live in social rented property (rented from the City Council or a housing association) has declined since 1981, the proportion of households living in private rented homes has almost doubled from 16% to 28%, meaning that as of 2011 more households now rent than own their home in Oxford. Over the last 20 years the proportion of Oxford households who own their home has declined from 55% in 1991 to 47% in 2011. This is well below the national average of 63% homeownership.

### Housing affordability (Ratio of average income to average house price):



Average house prices in Oxford are 16 times the average wage, making it the least affordable place to live in England<sup>17</sup>. This has many impacts on families and communities, as well as employers and services that struggle to attract and retain staff.

<sup>14</sup> Office of National Statistics (2011) UK Census data

<sup>15</sup> Oxford City Council (2017) [Housing Needs Performance – how did we do in 2016/17?](#)

<sup>16</sup> Oxford City Council (2017) [Housing Needs Performance – how did we do in 2016/17?](#)

<sup>17</sup> Centre for Cities (2016) <http://www.centreforcities.org/data-tool/#graph=map&city=show-all>

**Indicator 7: HOUSING TRAJECTORY**

(Planned housing and provision, net additional dwellings in previous years, the reporting year and in future years plus the managed delivery target)

**Target: 8,000 dwellings between 2006 and 2026** (Oxford Core Strategy Policy CS22)

**Performance against target 2016/17:**



**Performance in previous two years:**



**Housing Completions**

- 3.1 The Core Strategy provides for a minimum of 8,000 dwellings from 2006 to 2026, with an average annual completion target of 400 dwellings per year.
- 3.2 Table 7 shows net dwellings completed since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions.
- 3.3 In the 2016/17 monitoring year, 373 (net) dwellings were completed in Oxford. This is close to the 400 dwellings per year annualised target set in the Core Strategy.
- 3.4 The cumulative number of dwellings completed in the 11 years since the start of the Core Strategy period (2006/07 to 2016/17) is 4,216 dwellings (net). The cumulative number of completions that might have been expected during this period is 4,400 dwellings (net). Therefore at the end of 2016/17 there were just 184 fewer completed dwellings than might have been expected. This should be considered in the context of the 2007/08 financial crisis which had a dramatic impact on the house building industry for several years. Since 2014/15 the number of completions has steadily been increasing, and it is anticipated that any shortfall will be further addressed within the next few years, particularly as planning permissions for major schemes such as Barton Park Phase 1 (237 dwellings), Littlemore Park (270 dwellings) and Land North of Littlemore Healthcare Trust (140 dwellings) are built out (Figure 2).

Year	Dwellings Completed (net)
2006/07	821
2007/08	529
2008/09	665
2009/10	257
2010/11	200
2011/12	228
2012/13	213
2013/14	215*
2014/15	332*
2015/16	383*
2016/17	373*
<b>Total:</b>	<b>4,216</b>

**Table 7:** Net additional dwellings completed since the start of the Core Strategy period

\*Note: Total completions for the year 2013/14 and later include C3 residential dwellings plus a dwelling equivalent figure for C2 student accommodation and care home rooms to reflect changes introduced in the Planning Practice Guidance in 2014.

Year	Dwellings permitted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	1,113
2014/15	184
2015/16	855
2016/17	304
<b>Total:</b>	<b>4,726</b>

**Table 8:** Net additional C3 dwellings permitted since the start of the Core Strategy period

Note: This does not include dwelling equivalent figures for C2 student accommodation and care home rooms.



### Housing Permissions

- 3.5 Whilst housing completions are important for considering housing supply and delivery, they only show part of the picture. It is also relevant to consider planning permissions to understand the number of dwellings that the City Council is permitting (Table 8).
- 3.6 Table 8 shows C3 self-contained dwellings permitted (net) since the start of the Core Strategy period. This takes into account C3 dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It excludes outline permissions where reserved matters have subsequently been permitted to avoid double counting. Table 8 shows that planning permission was granted for 304 C3 residential dwellings in 2016/17.
- 3.7 The Corporate Plan 2016-2020 set a target of permitting 400 dwellings each year from 2016/17 to 2019/20. Whilst the number of dwellings permitted in 2016/17 falls below this target, this should be considered in the context of permissions granted in recent monitoring years. In particular, 2015/16 saw planning permission granted for major schemes such as Barton Park Phase 1<sup>18</sup> (237 dwellings), Littlemore Park<sup>19</sup> (270 dwellings) and Land North of Littlemore Healthcare Trust<sup>20</sup> (140 dwellings). It is normal for completion and permission figures to vary annually and to fluctuate, particularly for an urban authority such as Oxford that is so heavily reliant on small housing sites. However, if an average is taken based on the cumulative total of 4,726 dwellings being permitted over the 11 year period, it is equivalent to 430 dwellings being permitted each year.
- 3.8 In addition, Table 8 only counts C3 dwellings. It does not include dwelling equivalent figures for C2 student accommodation and care home rooms. If these permissions are also included, the total number of homes permitted in 2016/17 would be equivalent to 394 dwellings.

### Boosting housing supply

- 3.9 The City Council has taken the lead in promoting new housing development in the city through releasing land, securing funding for infrastructure, and working with developers to masterplan new schemes. The City Council is directly involved in bringing forward over 80% of all significant housing schemes in Oxford in the next five years. For example, the City Council has secured funding for new infrastructure for schemes such as Oxpens (expected to deliver 300-500 new homes) and the Northern Gateway (planned to deliver 500 new homes). The City Council is also working actively with the universities, colleges and hospitals to bring forward land they own for housing. On top of this, the City Council is involved bringing forward dozens of smaller development projects across the city, including City Council owned sites.

### Student Accommodation and Housing Numbers

- 3.10 In 2013/14 the Planning Practice Guidance (PPG) introduced that student accommodation can be counted in housing land supply figures. It states '*All student accommodation, whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campus, can be included towards the housing requirement, based on the amount of*

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<sup>18</sup> Phase 1 reserved matters permission granted March 2016 (planning application reference 15/03642/RES).

<sup>19</sup> Outline planning permission granted March 2016 (planning application reference 14/02940/OUT).

<sup>20</sup> Reserved matters permission granted March 2016 (planning application reference 15/02269/RES).

*accommodation it releases in the housing market*<sup>21</sup>. In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.

- 3.11 The question of the ‘amount of accommodation it releases in the market’ is not defined in the PPG and it is up to local authorities to determine based on local circumstances. It is estimated that houses in Oxford, when occupied by students that house share, may contain between four and six students per house. Many houses in Oxford are inter-war semi-detached properties or Victorian terraces with three bedrooms plus a living room/dining room sometimes used as a fourth bedroom. There are also many larger properties, particularly in North Oxford, that may house six or more students each. Taking the mid-point of five, it is reasonable to assume that developing five student rooms would release the equivalent of one dwelling in the housing market. For example, a site being proposed for 100 student rooms will be assessed as delivering 20 ‘equivalent dwellings’ as those 100 students would have, on average, occupied 20 houses in the open market. Data about the occupancy rates of HMOs across Oxford affirms that an average of 5 people sharing an HMO property (which are often occupied by students) was observed in 2015. This was also supported following the ‘check and challenge’ of the City Council’s Housing and Employment Land Availability Assessment (HELAA) 2016.

Monitoring year	Number of student rooms completed	Number of equivalent ‘dwellings’
2013/14	720	144
2014/15	312	62
2015/16	125	25
2016/17	295	59

**Table 9:** Student housing completions and ‘equivalent dwellings’ 2013/14-2016/17

- 3.12 Table 9 shows the number of student accommodation rooms completed since the guidance was introduced and the equivalent number of dwellings that have been counted alongside C3 residential dwellings and C2 care home rooms to calculate the total residential completions shown in Table 7.
- 3.13 It should also be noted that in 2016/17 planning permission was granted for 390 (net) student accommodation rooms in Oxford. Using this approach, this will provide a further 78 ‘equivalent dwellings’ towards Oxford’s housing supply.

### Care Homes and Housing Numbers

- 3.14 In 2013/14 the PPG also introduced that care homes can be counted in housing land supply figures. It states: “*Local planning authorities should count housing provided for older people, including residential institutions in Use Class C2, against their housing requirement*”<sup>22</sup>.

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<sup>21</sup> Planning Practice Guidance: Housing and economic land availability assessment: [Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with student housing?](#)

<sup>22</sup> Planning Practice Guidance: Housing and economic land availability assessment: [Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with housing for older people?](#)

- 3.15 The City Council has always counted housing for the elderly in its housing supply if it consists of C3 self-contained dwellings. The Guidance widens this to include potentially non self-contained C2 care home rooms as well. The Guidance does not provide any methodology as to how they should be counted. A reasonable approach would be to consider it in a similar way to student accommodation above as in how many dwellings it releases in the housing market.
- 3.16 The City Council has taken the approach that one room in a C2 care home would on average release one dwelling in the housing market. Therefore where a residential care home is likely to be developed on a site, or where one has been completed, a 1:1 ratio of rooms to dwellings delivered will be applied.
- 3.17 In 2016/17 there was a net loss of six care home rooms through re-development completions in Oxford. This figure has been counted alongside C3 residential dwellings and C2 student accommodation 'equivalent dwellings' to calculate the net total completions shown in Table 7.
- 3.18 Meanwhile in 2016/17 planning permission was granted for 16 (net) additional care home rooms in Oxford.

**Housing Trajectory**

- 3.19 The housing trajectory is a tool used to estimate the number of homes likely to be built in Oxford during the rest of the Core Strategy period up to 2026 (Figure 2).

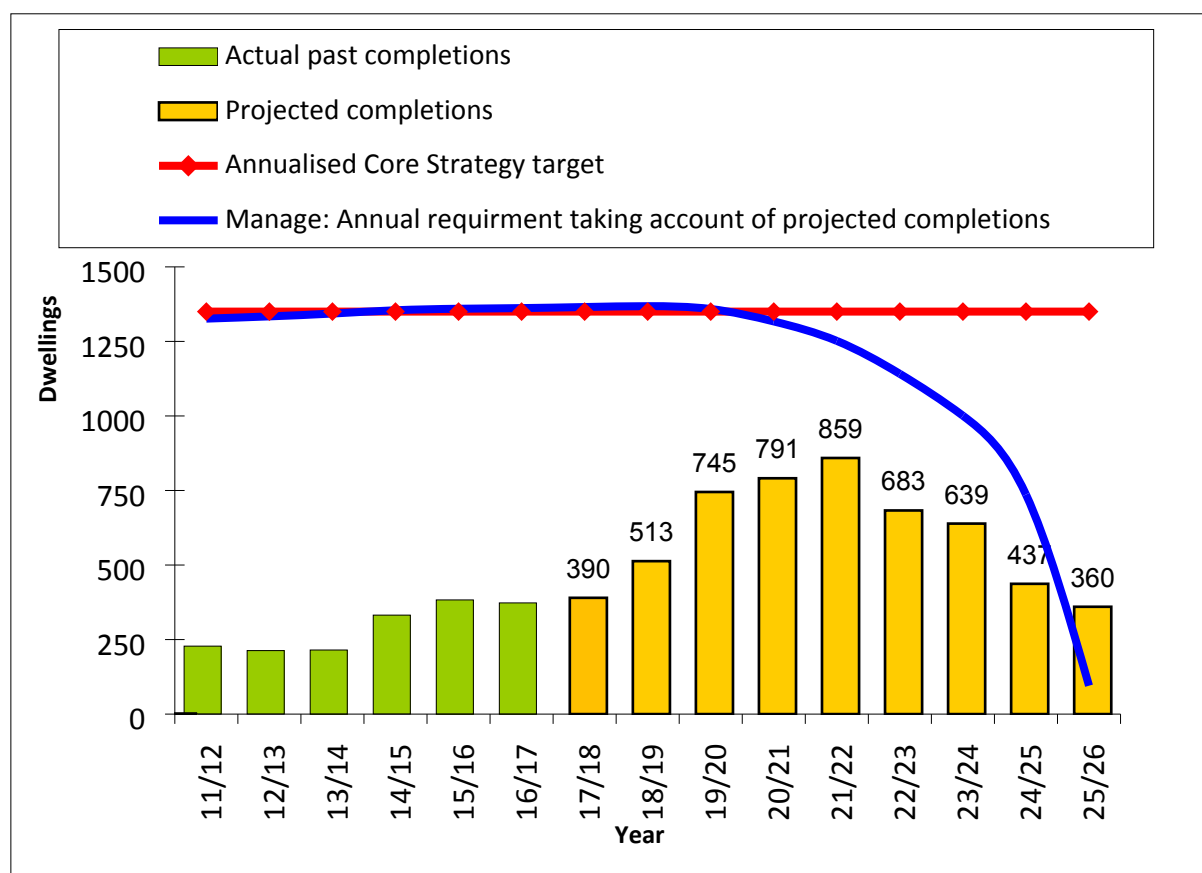


Figure 2: Housing trajectory to 2026

- 3.20 The blue 'manage' line of the trajectory graph (Figure 2) shows that, on the basis of the current pipeline of planning permissions and other sites expected to come forward during the plan

period (such as allocated sites, sites identified through the Housing and Employment Land Availability Assessment and windfalls), we are on target to meet the Core Strategy housing target of 8,000 new homes (Policy CS22) by 2023/24, prior to the end of the Core Strategy period in 2026. Indications are that housing completions will be boosted in the next five to six years as major schemes including Barton Park, two sites in Littlemore, Northern Gateway, and Oxpens are expected to be implemented.

### Housing Land Supply

3.21 Taking into account residential permissions and completions, at 31 March 2017 Oxford’s housing land supply was 6.95 years (Table 10).

	Methodology	Figure
A	Housing target in the adopted local plan (Whole plan period 2006/7 to 2025/26)	8,000
B	Annual housing target across plan period (2006/7 to 2025/26) (A/20 years)	400
C	Five year target, no adjustment (B x 5 years)	2,000
D	Completions during the plan period to date (2006/07 to 2016/17)	4,216
E	Shortfall of housing provision during the plan period to date (2006/07 to 2016/17)	184
F	Five year target incorporating shortfall (C + E)	2,184
G	Buffer (5% x C)	100
H	Five year target incorporating buffer (F + G)	2,284
J	Annual target for next five years (2016/17 to 2020/21) (H / 5)	457
K	Expected five year deliverable supply (2016/17 to 2020/21)	3,178
L	Gap between target and supply (H – K)	894 surplus
	<b>Years supply equivalent (K / J)</b>	<b>6.95 years</b>

Table 10: Oxford’s housing land supply at 31 March 2017

### Indicator 8: AFFORDABLE HOUSING COMPLETIONS (TENURE)

**Target: Tenure split of affordable housing should be at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental)** (Oxford Core Strategy Policy CS24, Sites and Housing Plan Policy HP3 & Affordable Housing and Planning Obligations SPD)

Performance against target 2016/17:

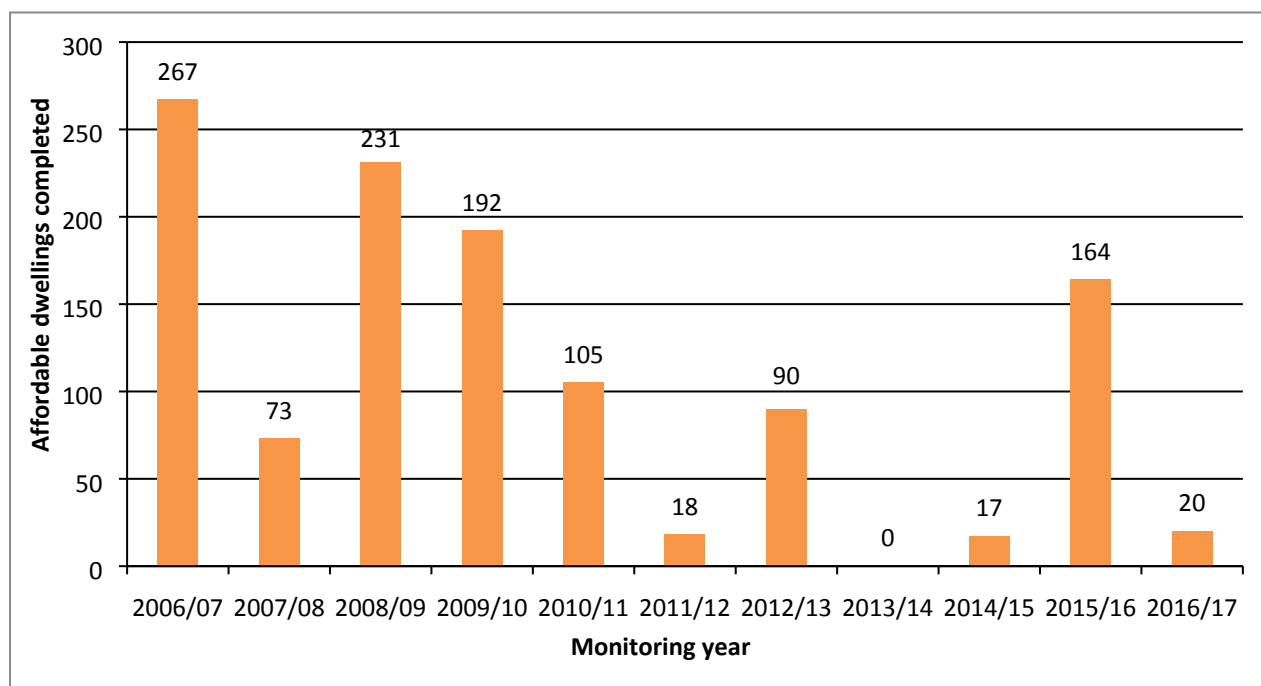


Performance in previous two years:



3.22 Providing more affordable housing in Oxford is essential to ensure mixed and balanced communities, for the health and well-being of residents, and for the vibrancy of the local economy.

### Affordable Housing Completions



**Figure 3:** Net affordable dwellings completed 2006/07-2016/17

- 3.23 Figure 3 shows that 20 affordable dwellings were completed in 2016/17. This is because very few large sites where the on-site provision of affordable housing would be required were completed during the monitoring year.
- 3.24 The total number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2016/17) is 1,177 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council’s own housebuilding programme. The supply of affordable housing in Oxford is expected to be further boosted in future monitoring years as major schemes are built out. This includes Barton Park (354 affordable homes), land north of Littlemore Healthcare Trust (70 affordable homes) and Littlemore Park (135 affordable homes expected). It is expected that new homes at Barton Park (Phase 1) will start to be completed in autumn 2017 and will begin to be counted in the AMR 2017/18. As with the overall housing numbers for completions and permissions, it is natural for affordable housing delivery to fluctuate due to the limited number of larger sites available within Oxford.

### Affordable Housing Tenure

- 3.25 The 20 affordable homes completed in 2016/17 were all delivered on the site of the Former Cowley Community Centre, Barns Road (12/03278/FUL). All 20 homes are available on a shared ownership basis through a registered social landlord. It should be noted that this development is part of a larger scheme covering three sites, providing 69% affordable housing in total (40% social rent and 29% intermediate affordable tenures). The mix and distribution of the affordable housing is spread across all three sites. The other sites are the Northway Centre/Dora Carr Close (12/03280/FUL) and Westlands Drive (12/03281/FUL), both of which

are expected to be completed in 2017/18 or 2018/19. There was one joint s106 agreement covering all three developments.

**Indicator 9: AFFORDABLE HOMES BUILT ON CITY COUNCIL LAND**

No set target. The City Council is committed to delivering more affordable housing in Oxford and is one of the few authorities in England building its own council housing. The City Council has been identifying land in its ownership capable of delivering affordable homes and is bringing this forward wherever possible. The AMR will now report on the number of affordable units built on City Council land.<sup>23</sup>

3.26 Of the 20 affordable dwellings completed in Oxford in 2016/17, all were delivered on City Council land (Table 11).

City Council owned site	Planning application reference	No. homes for social rent completed	No. homes for affordable rent completed	No. of intermediate homes completed	Total number of affordable homes completed
Former Cowley Community Centre, Barns Road	12/03278/FUL	0	0	20	20
				<b>Total:</b>	20

**Table 11:** Affordable homes completed on City Council land (by tenure) 2016/17

3.27 In 2016 the City Council set up its own housing company. The housing company is wholly owned by the City Council and will be used to deliver new affordable homes in Oxford. It is proposed that the housing company will purchase and manage the affordable rented homes at Barton Park, develop new build housing on City Council land and buy affordable housing from developers on private land, as well as undertaking estate regeneration schemes. The City Council could also compulsorily purchase land allocated for housing from landowners reluctant to develop and sell it to the housing company to bring forward development more quickly. The City Council’s decision to set up a housing company follows changes introduced by the Housing and Planning Act 2016 which would make it more difficult for the City Council to continue building and maintaining its own affordable housing stocks.

**Indicator 10: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT (PERMISSIONS)**

**Target: 50% provision of affordable housing on qualifying sites.**  
(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

**Performance against target 2016/17:**



**Performance in previous two years:**

2015/16:

2014/15:

3.28 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity for 10 or more dwellings, or which have an area

<sup>23</sup> This indicator was added to the AMR in 2015/16 following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).

of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes. At least 80% of the affordable homes must be provided as social rented housing.

3.29 The majority of housing permissions in 2016/17 were small scale developments that did not meet the thresholds for applying Policy HP3. There were five applications that met the threshold for applying Policy HP3 during 2016/17 as shown in Table 12.

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
15/03328/FUL	Part of Former Travis Perkins site, Collins Street	Demolition of existing building. Erection of four storey building consisting of B1a offices at ground floor level and 24x C3 flats above.	<b>50% Affordable Housing</b> 11 social rent, 1 shared ownership and 12 market homes.
16/03108/RES <sup>24</sup>	Jack Russell, 21 Salford Road	Demolition of public house, erection of 16 flats on three floors.	<b>50% Affordable Housing</b> 8 affordable (at least 50% social rent) and 8 market homes.
15/02512/FUL	1 Abbey Road	Demolition of existing buildings. Erection of 6 houses and 6 flats on three levels.	<b>50% Affordable Housing</b> 5 social rent, 1 intermediate affordable and 6 market homes.
14/01441/FUL	Land at Jericho Canalside	Mixed use scheme to include 23 C3 residential units, a new community centre, restaurant and boatyard.	<b>40% Affordable Housing</b> 9 social rent and 14 market homes. It was demonstrated that it was not financially viable to provide 50% affordable housing due to the costs of providing a new bridge and public open space as part of the development scheme. On balance, it was considered that reduced on-site provision of affordable housing was acceptable given the public benefits of providing a new bridge and public open space. All the affordable housing provided is to be social rent.
16/02678/B56	Nielsen House London Road	Change of use from B1a office to C3 residential to provide 30x 1-bed flats and 63x 2-bed flats.	<b>0% Affordable Housing</b> Prior approval application. The City Council was therefore unable to apply Policy HP3.
16/00744/FUL	39 & 41 Waynflete Road, Land to the Rear & off Bayswater Farm Road, Waynflete Road	Demolition of existing pair of semi-detached houses (39 and 41 Waynflete Road). Erection of 52 houses and flats.  Note: The two dwellings to be demolished fall within Oxford City. The 52 dwellings proposed fall within South Oxfordshire.	The loss of two dwellings in Oxford is compensated by the provision of 2x affordable (shared ownership) units with Oxford City Council nomination rights within the main scheme. These two dwellings are counted towards meeting Oxford's housing need as they would be located close to the city boundary and occupied by people on Oxford's Housing Register.

**Table 12:** Proportion of affordable housing where there is a policy requirement (permissions) 2016/17

<sup>24</sup> The s106 was signed with the outline planning permission (15/02282/OUT).

- 3.30 Table 12 shows that three of the four qualifying developments met the full 50% requirement for on-site provision of affordable housing. One development (Jericho Canalside) had a slightly reduced level of on-site provision due to economic viability issues resulting from the provision of a new bridge and public open space. On balance, it was considered that reduced on-site provision of affordable housing was acceptable in this case given the public benefits of providing a new bridge and public open space.
- 3.31 In 2016/17 prior approval was also granted for the change of use of Neilson House from B1a office to C3 residential which would provide a total of 93 homes. However, whilst developers must seek prior approval from the City Council to undertake the change of use, the only issues that can be considered are flooding, contamination, highways and transport, and noise. This means that this application was not assessed against the full range of policies in Oxford's Local Plan and that compliance with Policy HP3 could not be secured in this permission. Under normal circumstances, 46 affordable homes would have been sought in this scheme.

#### **Indicator 11: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING**

**Target: No set target. AMR to include a report on financial contributions collected towards affordable housing provision from residential, student accommodation and commercial developments** (Sites and Housing Plan Policies HP3, HP4 and HP6)

- 3.32 Oxford's Local Plan policies require developers to make a financial contribution towards the provision of affordable housing in the city from smaller developments of 4-9 dwellings or from student accommodation.
- 3.33 On 28 November 2014 the Government made changes to the Planning Practice Guidance (PPG) which exempted developments of 10 or fewer dwellings from making financial contributions towards affordable housing provision. The City Council therefore temporarily suspended the application of Policy HP4 and stopped seeking financial contributions from developments of 10 or fewer dwellings. Affordable housing contribution requirements also began to be assessed on the basis of net additional units resulting from development (rather than the gross figure) in line with the changes to Government policy.
- 3.34 The City Council anticipated that the combined effect of these changes was likely to result in a significant reduction in financial contributions towards affordable housing, particularly given the proportion of smaller residential developments taking place in the city. The City Council therefore endorsed the West Berkshire District Council and Reading Borough Council legal challenge against these changes. On 31 July 2015 the High Court ruled in their favour, quashing the changes to the PPG. The City Council then reverted back to requiring full financial contributions for affordable housing in line with adopted Local Plan policies.
- 3.35 The Government subsequently appealed against the High Court decision. On the 11 May 2016 the Court of Appeal found in the Government's favour and the changes to the PPG were reinstated. In making this determination, the Court of Appeal was clear that national policy is a material consideration to which great weight should be attached. However, the Court of Appeal also stated that whilst the policy is expressed in absolute terms, it must allow for exceptions. It was said in court, on behalf of the Secretary of State, that "*In the determination of planning applications the effect of the new national policy is that although it would normally*



*be inappropriate to require any affordable housing or social infrastructure contributions on sites below the thresholds stated, local circumstances may justify lower (or no) thresholds as an exception to the national policy. It would then be a matter for the decision-maker to decide how much weight to give to lower thresholds justified by local circumstances as compared with the new national policy."*

- 3.36 On the 25 July 2016 a [report](#) was taken to a meeting of full Council, setting out the City Council's response to the Court of Appeal decision. The report referenced the extreme nature of the local need for affordable housing and evidence showing that Oxford is the most unaffordable area of the country. The report also referenced Oxford's reliance on smaller sites of fewer than 10 dwellings given the city's highly constrained geographical area, with very few large housing sites available. Therefore whilst the Written Ministerial Statement is a material consideration in the determination of planning applications, on balance there is substantial evidence that local circumstances justify continuing to apply the lower thresholds set out in the adopted Local Plan for seeking developer contributions. This approach has been supported by Inspectors at appeals<sup>25</sup>.
- 3.37 In 2013, the Government also made changes to permitted development rights which allow the conversion of B1a office space to C3 residential dwellings without Oxford's full range of Local Plan policies being applied. This means that financial contributions towards affordable housing cannot be required from these developments. (See Indicator 12 for further information on these applications.)
- 3.38 In the 2016/17 monitoring year the City Council received £183,450 through s106 agreements towards affordable housing provision (Table 13). This money will be used to support the delivery of affordable housing elsewhere. The programme for s106 spending is set out on page 67.

Application	Site	Qualifying Development	Financial contribution towards affordable housing
11/02594/FUL	Fox and Hounds Public House, 279 Abingdon Road	Demolition of public house. Erection of 3 storey building to provide retail unit on the ground floor and 4x flats above.	£183,450
<b>Total amount received:</b>			<b>£183,450</b>

**Table 13:** Financial contributions towards affordable housing received from all development types 2016/17

<sup>25</sup> APP/G3110/W/16/3162804: Site of Former Quarry Gate Public House, Oxford, OX3 8AL (16/01737/FUL)  
APP/G3110/W/16/3165091: 8 Hollybush Row, Oxford, OX1 1JH (16/01541/FUL)

**Indicator 12: CHANGES OF USE FROM NON-RESIDENTIAL TO RESIDENTIAL (COMPLETIONS)**

**No set target. AMR to report on the number of market and affordable dwellings delivered (completed) through changes of use from non-residential to C3 residential.<sup>26</sup>**

3.39 Of the 373 dwellings completed in Oxford in 2016/17, 35 dwellings were delivered through the change of use of existing buildings from non-residential to C3 residential (Table 14).

Type of change of use	No. market dwellings completed (net)	No. affordable dwellings completed (net)
Change of use from non-residential to C3 residential requiring full planning permission	4 dwellings	0 dwellings
Change of use from B1a office to C3 residential under permitted development rights requiring the prior approval of the City Council	29 dwellings	0 dwellings
Change of use from A1 retail to C3 residential under permitted development rights requiring the prior approval of the City Council	2 dwellings	0 dwellings
<b>Total:</b>	<b>35 market dwellings</b>	<b>0 affordable dwellings</b>

**Table 14:** Dwellings completed through non-residential to C3 residential changes of use 2016/17

3.40 All of the dwellings delivered through changes of use from non-residential to residential in 2016/17 were market housing. No affordable dwellings were delivered through non-residential to residential changes of use during the 2016/17 monitoring year. All the changes of use requiring full planning permission fell below the policy thresholds for requiring onsite provision of affordable housing or financial contributions towards affordable housing. Local Plan policies requiring affordable housing or financial contributions towards affordable housing cannot be applied in the determination of prior approval applications.

#### **B1a office to C3 residential prior approval applications**

3.41 On 30 May 2013 the Government brought into force new permitted development rights which allow the conversion of B1a office space to C3 residential without the need for planning permission<sup>27</sup>. Table 15 shows the number of applications and the number of dwellings granted and refused prior approval since this system was introduced, and for which the city council could only consider flood risk, land contamination, highways and transport, and noise, and could not apply other normal local plan policies in determining the applications<sup>28</sup>.

<sup>26</sup> This indicator was added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).

<sup>27</sup> This was originally a temporary change introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. It was then made permanent by The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.

<sup>28</sup> The consideration of noise impacts from surrounding commercial premises on the intended occupiers of the proposed dwelling(s) is a new requirement introduced by the 2016 amendments to the GPDO.

Monitoring year	Prior approval required and granted		Prior approval required and refused	
	No. Applications	No. dwellings proposed	No. Applications	No. dwellings proposed
2013/14	9	167	4	70
2014/15	9	64	1	1
2015/16	10	39	1	3
2016/17	9	113	2	96
<b>Totals</b>	<b>35</b>	<b>376</b>	<b>8</b>	<b>170</b>

**Table 15:** B1a office to C3 residential prior approval decisions 2013/14- 2016/17

3.42 As table 15 shows, the number of dwellings permitted through B1a office to C3 residential prior approval applications has fluctuated since the system was introduced in 2013/14. This is normal for a urban area such as Oxford.

**Indicator 13: CHANGES OF USE FROM EXISTING HOMES (PERMISSIONS)**

**Target: 100% of planning permissions granted in Oxford to result in no net loss of a whole self-contained residential unit to any other use.** AMR to report only on the number of known cases not complying with the policy. (Sites and Housing Plan Policy HP1)

**Performance against target 2016/17:**

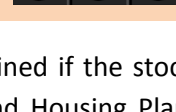


**Performance in previous two years:**

**2015/16:**



**2014/15:**



3.43 The benefits of building new homes in the city would be undermined if the stock of existing housing were to be reduced through loss to other uses. Sites and Housing Plan Policy HP1 therefore seeks to protect existing homes within the city.

3.44 In the 2016/17 monitoring year, four planning applications were granted permission where development would result in a total net loss of five C3 residential dwellings. All applications were assessed against Policy HP1, taking into account other material considerations such as the quality of the residential accommodation or space standards.

**Indicator 14: RESIDENTIAL DEVELOPMENT COMPLETED ON PREVIOUSLY DEVELOPED LAND**

**Target: 90% or more of new dwellings on previously developed land (2009-2014)  
75% or more of new dwellings on previously developed land (2014-2026)**  
(Oxford Core Strategy Policy CS2)

**Performance against target 2016/17:**

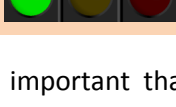


**Performance in previous two years:**

**2015/16:**



**2014/15:**



3.45 There is limited land available for development in Oxford. It is important that we re-use previously developed (brownfield) sites to make the best use of this limited resource.

3.46 The NPPF defines previously developed land (PDL) as “Land which is or was occupied by a permanent structure, including the curtilage of the developed land... and any associated fixed surface infrastructure”. The NPPF is clear that private residential gardens cannot be considered PDL. However, the Core Strategy target for the proportion of new homes to be delivered on PDL was set before garden land was removed from the definition. The target of 75% of new dwellings to be delivered on PDL therefore includes both PDL and garden land.

3.47 Figure 4 shows that 65.5% of housing completions in 2016/17 were on PDL and 33.5% of housing completions were on garden land. These figures combined exceed the Core Strategy target of 75%. Only 1% of housing completions were on greenfield land.

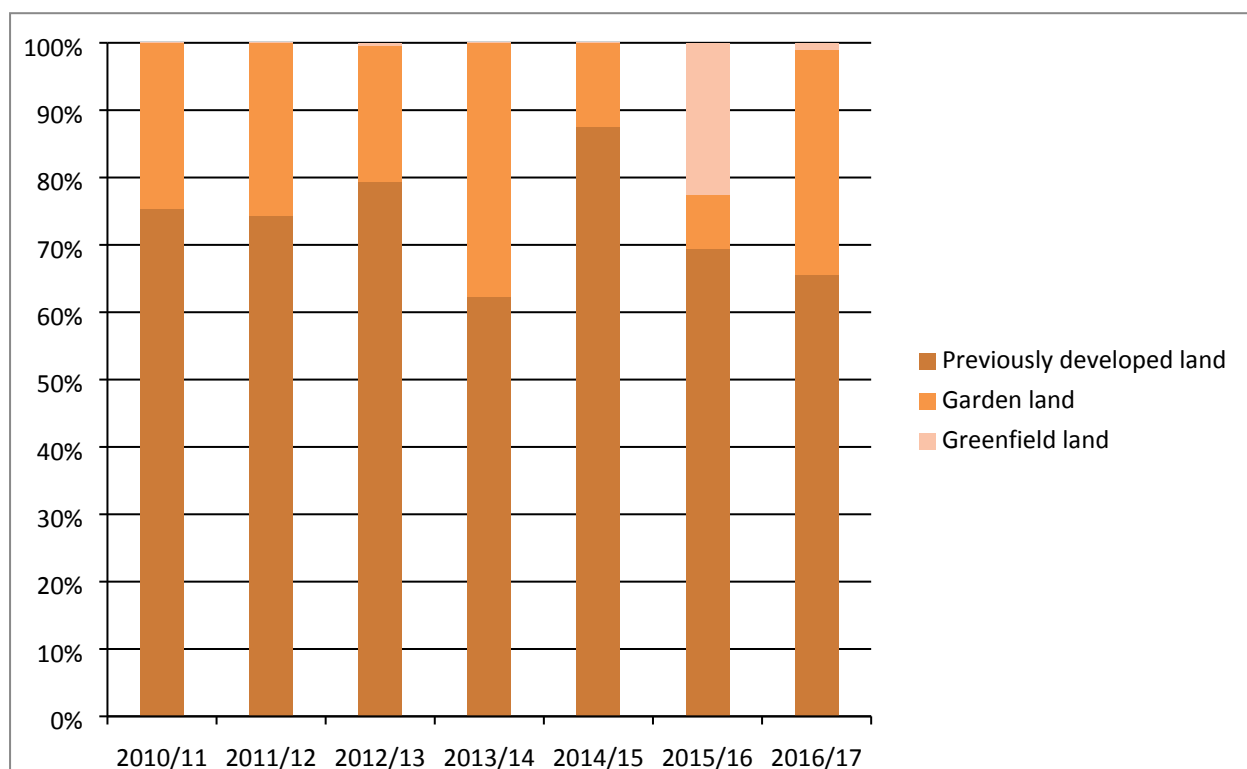


Figure 4: Dwellings completed by land type 2010/11 - 2016/17

**Indicator 15: MIX OF HOUSING (DWELLING SIZE)**

**Target: 95% of schemes to comply with the Balance of Dwellings SPD**  
(Oxford Core Strategy Policy CS23)

Performance against target 2016/17:



Performance in previous two years:



3.48 It is important to ensure that a mix of homes is delivered to meet Oxford’s needs.

**Overall Mix of Housing Delivered**

3.49 In previous years there have been concerns that increasing proportions of smaller homes (one or two bedrooms) were being completed in Oxford and that this was limiting the supply of new family-sized homes. However, in recent years this trend has started to change. Figure 5 shows that a good mix of dwellings of different sizes were completed in 2016/17.

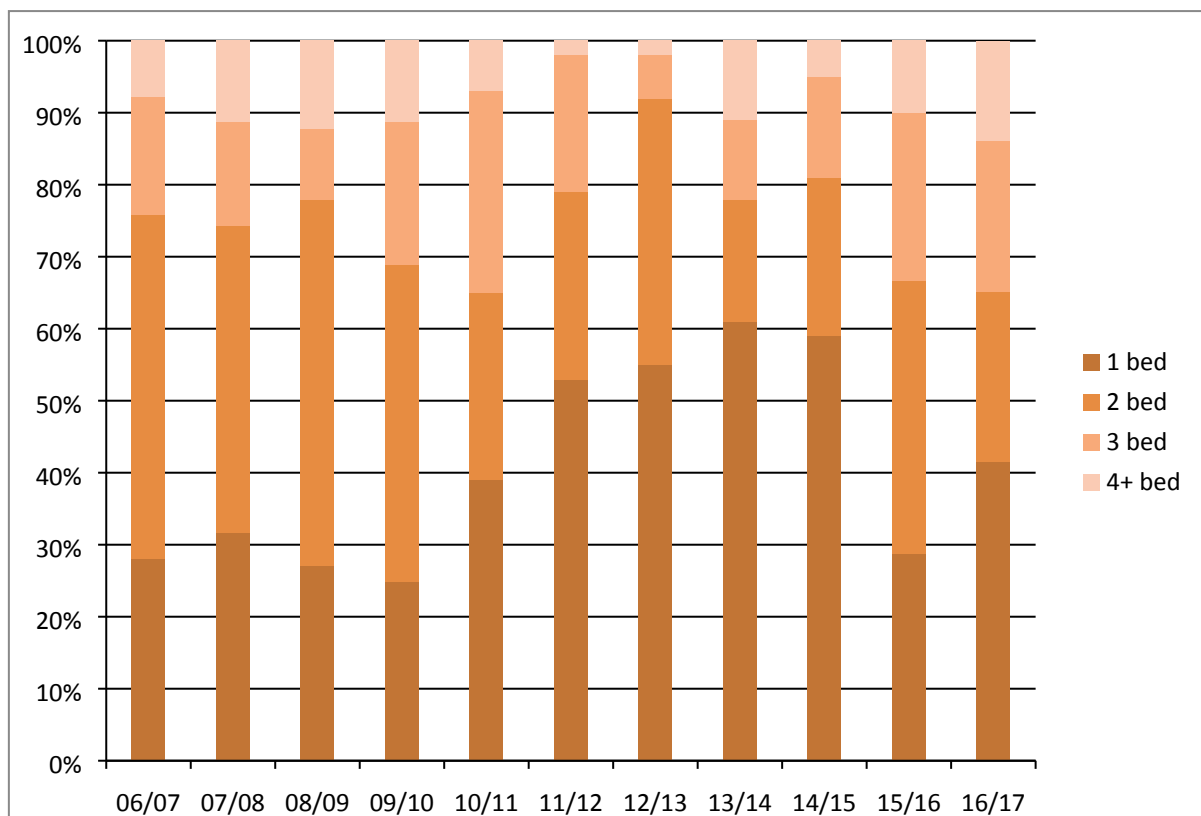


Figure 5: Mix of dwellings completed 2006/07-2016/17

**Compliance with the Balance of Dwellings (BoDs) Supplementary Planning Document (SPD)**

3.50 The Balance of Dwellings SPD sets out the appropriate mix of housing for strategic sites, developments of ten or more dwellings in the city centre and district centres, and developments of 4-24 new homes in other areas of the city taking into consideration local pressures on family housing. Table 16 shows qualifying completed developments' compliance with the requirements of the BoDs SPD in 2016/17.

Application	Site	Qualifying Development	Compliance with BoDs SPD
15/00684/FUL	Jack Howarth House, 75 Hill Top Road	Demolition of existing building. Erection of 9 flats, (5 x 3-bed, 2 x 2-bed and 2 x 1-bed)	<b>Compliant with BoDs SPD</b>
15/00209/FUL	312 London Road	Demolition of existing building. Erection of 9 flats (3 x 3-bed, 4 x 2-bed and 2 x 1-bed)	<b>Compliant with BoDs SPD</b>
12/03278/FUL	Former Cowley Community Centre, Barns Road	Erection of 4 storey building comprising community centre, retail and workshop unit on ground floor together with 40 residential flats (19 x 1-bed, 21 x 2-bed).	<b>Non-compliant with BoDs SPD</b> The site is of an unusual and elongated shape making it unsuitable to provide any meaningful number of family sized houses.
13/01648/VAR	21 and 23 Temple Road	Variation of conditions 1 (approved plans) and 2 (materials) of planning permission 13/00356/VAR (Variation of conditions 3 (samples of materials), 4 (vision splays) and 7 (landscape plan) of planning permission 05/00066/FUL).	<b>Non-compliant with BoDs SPD</b> Application to vary conditions. The development was originally granted planning permission prior to the adoption of the BoDs SPD.

10/00406/FUL	Land To The Rear Of 25 27 And 29 Abberbury Road Oxford Oxfordshire	Erection of 4x4 bedroom houses.	<b>Non-compliant with BoDs SPD</b> At the time that planning permission was granted, there was an extant permission for a similar scheme granted prior to the BoDs SPD being adopted.
16/03035/CEU	326 Banbury Road	Application to certify that the existing use of property as 8x 1-beds flats (Use Class C3) is lawful.	<b>Non-compliant with BoDs SPD</b> Certificate of lawfulness. The City Council was therefore unable to apply Policy CS23.
16/02908/CEU	334 Banbury Road	Application to certify that the existing use of property as 8x 1-beds flats (Use Class C3) is lawful.	<b>Non-compliant with BoDs SPD</b> Certificate of lawfulness. The City Council was therefore unable to apply Policy CS23.
16/02907/CEU	330 Banbury Road	Application to certify that the existing use of property as 7x 1-beds flats (Use Class C3) is lawful.	<b>Non-compliant with BoDs SPD</b> Certificate of lawfulness. The City Council was therefore unable to apply Policy CS23.
16/02886/CEU	311 Cowley Road Oxford OX4 2AQ	Application to certify that the existing use of the property as 3x 1-bed and 2x studio flats (Use Class C3) is lawful.	<b>Non-compliant with BoDs SPD</b> Certificate of lawfulness. The City Council was therefore unable to apply Policy CS23.
16/02887/CEU	355 Cowley Road Oxford OX4 2BP	Application to certify the existing use of the property as 5x 1-bed flats (Use Class C3) is lawful.	<b>Non-compliant with BoDs SPD</b> Certificate of lawfulness. The City Council was therefore unable to apply Policy CS23.
13/02120/B56	28-31 Little Clarendon Street	Change of use from B1a office to C3 residential (4 x 1 bed and 4 x 2 bed flats)	<b>Non-compliant with BoDs SPD</b> Prior approval application. The City Council was therefore unable to apply Policy CS23.
15/00189/B56	Kennett House, 108 - 110 London Road	Change of use from B1a office to C3 residential to provide 12 residential flats (7x 1-bed, 5x 2-bed)	<b>Non-compliant with BoDs SPD</b> Prior approval application. The City Council was therefore unable to apply Policy CS23.

**Table 16:** Compliance with the Balance of Dwellings SPD (qualifying completions) 2016/17

3.51 The BoDs SPD remains a key tool in ensuring that housing provision meets the needs of a wide range of households.

#### **Indicator 16: DEMAND FOR SELF-BUILD AND CUSTOM HOUSEBUILDING PLOTS**

The City Council is required to keep a register of individuals and groups who are seeking to acquire serviced plots of land in the city on which to build their own homes<sup>29</sup>. The Planning Practice Guidance encourages authorities to publish headline information related to their Self-build and Custom Housebuilding Registers in their AMRs.

3.52 Table 17 provides headline information from Oxford's Self-build and Custom Housebuilding Register. This information will be used to help the City Council understand the demand for serviced self and custom build plots in Oxford.

<sup>29</sup> This is a requirement of the Self-build and Custom Housebuilding Act 2015.

Number of individuals on the Oxford Self and Custom Build Register	27 Individuals
Number of associations of individuals on the Oxford Self and Custom Build Register	1 Association (20 association members)

**Table 17:** Oxford’s Self and Custom Build Register Headline Information (at 31 March 2017)

**Indicator 17: STUDENTS AND PURPOSE BUILT STUDENT ACCOMMODATION**

**Target: No increase in academic floorspace if there are more than 3,000 students outside of accommodation provided by the relevant university.** (Oxford Core Strategy Policy CS25)

**Performance against target 2016/17:**



**Performance in previous two years:**



3.53 Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in the city. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two universities should be matched by an equivalent increase in student accommodation provided by the relevant university. All applications for net increases in academic floorspace will be assessed on this basis.

3.54 The monitoring period that the universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for Government. The data used to assess this indicator was submitted by the two universities as relevant to the monitoring year in December 2016.

**University of Oxford**

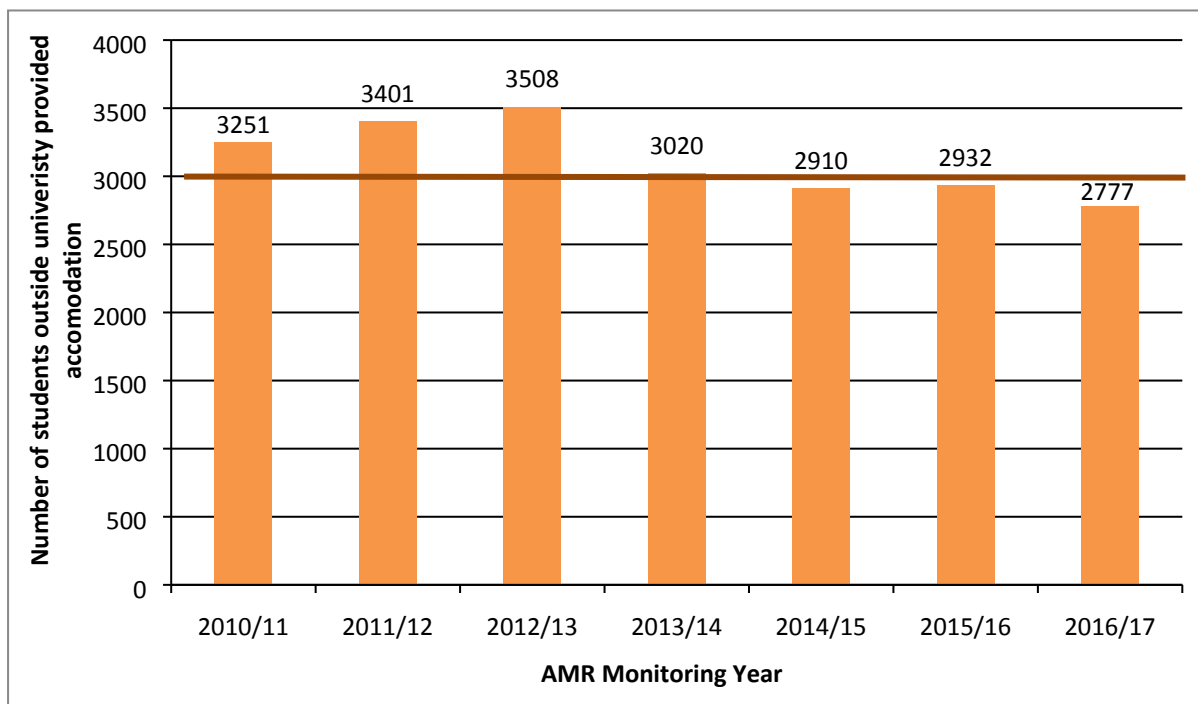
3.55 The University of Oxford states that there were 23,179 students attending the University (and its colleges) at 1 December 2016.

3.56 A number of agreed exclusions apply to the data:

- Students with a term-time address outside of the city (289 students)
- Students living within the city prior to entry onto a course (731 students)
- Visiting students (525 students) or those not attending the institution (nil students)
- Part-time students (2,535 students)
- Postgraduate research students past year four of study or assumed to be writing up (434)
- Students working full time for the NHS (DCLinPsync Students) (49 students)
- Specific course exclusions (BTh Theology and MTh Applied Theology) (39 students)
- Students who are also members of staff (246 students)
- Students living with their parents (119 students)
- Students on a year abroad (459 students)

3.57 Taking into account these exclusions, there were 17,753 full-time University of Oxford students with accommodation requirements. At 1 December 2016 there were 14,976 accommodation places provided across the collegiate University. This leaves a total of 2,777 students living

outside of university provided accommodation in Oxford, which meets the Core Strategy target (Figure 6).



**Figure 6:** University of Oxford students living outside of university provided accommodation 2010/11-2016/17

3.58 At 1 December 2016 there were also 933 student accommodation places under construction across the collegiate University and extant planning permissions for a further 218 student accommodation places.

### Oxford Brookes University

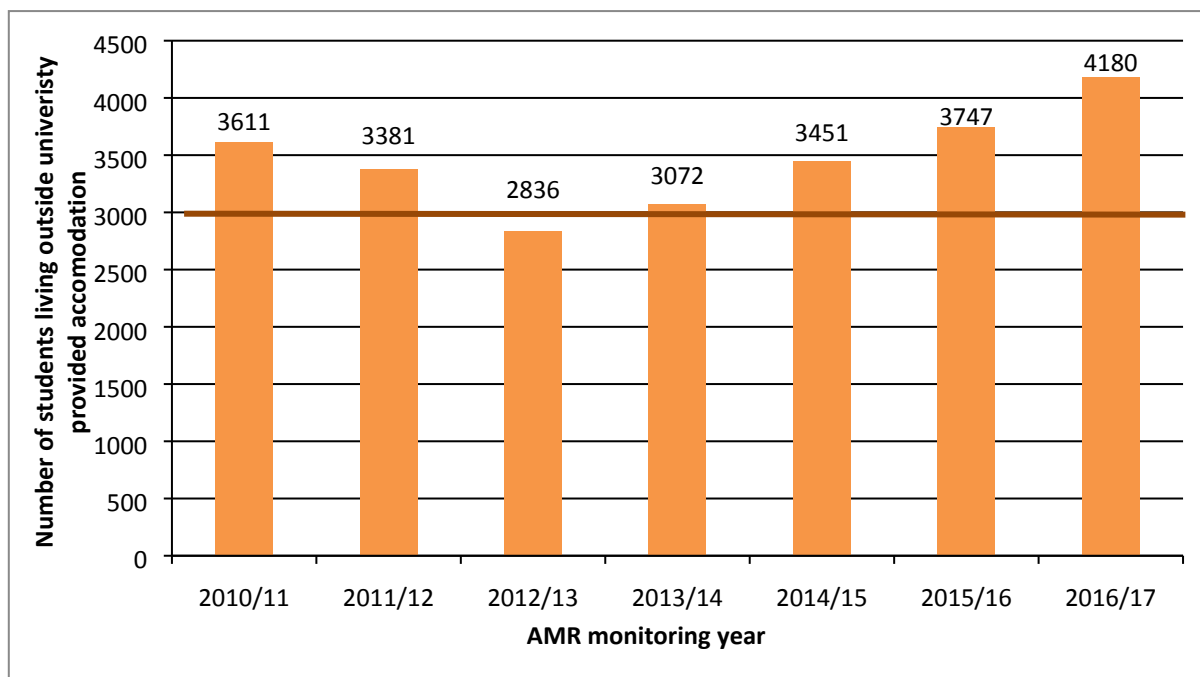
3.59 Oxford Brookes University states that there were a total of 17,069 students attending the university at 1 December 2016.

3.60 A number of agreed exclusions apply to the data:

- Part-time students (2,626 students)
- Students studying at franchise institutions (1,367 students)
- Students studying outside Oxford (i.e. Swindon campus) (420 students)
- Placement students away from the university (393 students)
- Students living at home or outside of Oxford (2,759 students)

3.61 Taking into account these exclusions, there were 9,504 full-time Oxford Brookes University students with accommodation requirements. At 1 December 2016 there were 5,324 accommodation places provided by Oxford Brookes University. This leaves a total of 4,180 students without a place in university provided accommodation living in Oxford, exceeding the Core Strategy target (Figure 7).





**Figure 7:** Oxford Brookes students living outside of university provided accommodation 2010/11 – 2016/17

3.62 When compared to the previous monitoring year, there were an additional 433 Oxford Brookes students living outside of university provided accommodation in the city in 2016/17. A more detailed breakdown of Oxford Brookes University’s student numbers is provided in Table 18.

Monitoring year	Total Number of Students	Students needing accommodation in Oxford	Units of University provided student accommodation
2011/12	17,811	8,032	4,651
2012/13	17,115	7,909	5,073
2013/14	17,053	8,319	5,247
2014/15	16,553	8,489	5,038
2015/16	17,149	8,954	5,207
2016/17	17,069	9,504	5,324

**Table 18:** Oxford Brookes University’s student numbers 2011/12 – 2016/17

3.63 Oxford Brookes University has commented that recent trends in students living outside of university provided accommodation in Oxford are a result of an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012.

3.64 Oxford Brookes University is now seeing a trend, with different patterns of demand for student accommodation since 2012. Oxford Brookes has identified that the proportion of students who decide to live in Oxford has increased from around 64% in 2010 to well over 70% in 2016, meaning that their residential halls (including university owned and those under nomination agreements) cannot meet this increased demand. The University has identified the following underlying trends which explain this shift in demand:

- A decline in postgraduate students (who have a higher likelihood to live at home);
- An increase in undergraduate students (with a lower propensity to live at home); and

- A decline in the proportion of students recruited from Oxfordshire (with a higher propensity to live at home).
- 3.65 It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.
- 3.66 The approach set out in Core Strategy Policy CS25 will be a key consideration in determining any planning applications submitted by Oxford Brookes University. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for additional academic/administrative accommodation (including redeveloped academic floorspace) for use by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution. No planning applications for new or redeveloped academic floorspace were received from Oxford Brookes University during the 2016/17 monitoring year.
- 3.67 These policies are being reviewed as part of the work on the emerging Oxford Local Plan 2036. The City Council, jointly with Cambridge City Council, commissioned an Assessment of Student Housing Demand and Supply, which was undertaken by the Cambridge Centre for Housing and Planning Research. This piece of work was a detailed assessment of student housing demand in the city, designed to inform development of policies for the Oxford Local Plan 2036. It includes assessment of a broad range of students, including those at language schools. For the assessment Higher Education Statistics Agency (HESA) data was used as the basis of university student numbers data. The HESA data is a 'flow', which records all students of the course of the academic year. For the AMR, the universities publish 'snapshot' data for a point in time relevant to the AMR, and this dataset will not match the HESA data.
- 3.68 The preferred approach set out in the Oxford Local Plan 2036 Preferred Options is to continue to link new or redeveloped university academic accommodation to the delivery of associated residential accommodation, supporting institutions to meet their own accommodation needs by demonstrating that they have fewer than a set number of full-time taught degree students living outside of university provided accommodation (excluding students studying and working on placements such as teaching and nursing students and post-graduates on research based courses). The policy threshold would be set based on existing student numbers (using a 2016 baseline), potentially reducing across the plan period and varying between each university.

#### **Other purpose built student accommodation**

- 3.69 The two Universities are not the only academic institutions that attract students to Oxford. There is an increasing demand to accommodate students from language schools and other academic organisations which also puts pressure on the private rental market. Whilst this is not addressed directly by Policy CS25, it is an important consideration in thinking about Oxford's housing need. The Oxford Local Plan 2036 is considering an approach to restrict the expansion of language schools.

**Indicator 18: LOCATION OF NEW STUDENT ACCOMODATION**

**Target: 95% of sites approved for uses including new student accommodation to be in one of the following locations:**

- On/adjacent to an existing university or college academic site or hospital and research site
- City centre or district centres
- Located adjacent to a main thoroughfare (Sites and Housing Plan Policy HP5)

**Performance against target 2016/17:**



**Performance in previous two years:**

**2015/16:**



**2014/15:**



3.70 In the 2016/17 monitoring year, planning permission was granted for eight new student accommodation developments which would provide a total of 390 (net) student rooms. Table 19 shows that the majority of the development permitted would be located on sites that meet the locational requirements of Sites and Housing Plan Policy HP5.

Application	Site	Development	Compliance with HP5 locational criteria
15/00858/FUL	36 38 40 London Road & 2 Latimer Road	Demolition of existing buildings. Erection of 167 student study rooms and 4 maisonettes.	<b>Policy HP5 Compliant</b> (Main thoroughfare)
15/03643/FUL	Florey Building St Clement's Street	Refurbishment and extension to provide 25 additional study bedrooms.	<b>Policy HP5 Compliant</b> (Main thoroughfare)
16/01973/FUL	Canterbury House 393 Cowley Road	Change of use from B1a office to 48 student study rooms. Erection of a further 30 student rooms.	<b>Policy HP5 Compliant</b> (Main thoroughfare)
16/02406/FUL	Canterbury House 393 Cowley Road	Change of use from B1a office to 48 student study rooms.	<b>Policy HP5 Compliant</b> (Main thoroughfare)
16/02772/FUL	77-83 Iffley Road 85 & 87 Iffley Road & 46 Stockmore Street	Erection of a four storey rear extension to provide 13 additional student study rooms.	<b>Policy HP5 Compliant</b> (Main thoroughfare)
16/03062/FUL	Somerville College, Woodstock Road	Erection of five storey building to provide 68 student rooms. Extension/refurbishment to provide 42 student rooms.	<b>Policy HP5 Compliant</b> (Main thoroughfare, Existing college campus)
16/03209/FUL	18-21 Longwall Street	Erection of a single storey building to provide 3 additional study rooms for students with disabilities.	<b>Policy HP5 Compliant</b> (Existing college campus)
15/00759/FUL	11 Winchester Road	Change of use from large House in Multiple Occupation to Student Accommodation.	Does not comply with the locational criteria set out in Policy HP5. Allowed at appeal.

**Table 19:** Planning permissions granted for new student accommodation 2016/17

**Indicator 19: HOUSES IN MULTIPLE OCCUPATION (HMOs)**

**Target: No set target. AMR to include a report on the number of applications determined for the creation of new HMOs within each ward and of these the number approved.**

(Sites and Housing Plan Policy HP7)

- 3.71 A house in multiple occupation (HMO) is a shared house occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. Shared properties can help to meet housing needs in some areas, although the conversion of family homes to HMOs can lead to a shortfall in family accommodation. HMOs form an unusually high percentage of housing in Oxford in comparison to other cities of a similar size. It is estimated that 1 in 5 of the resident population live in an HMO.
- 3.72 Planning permission is not usually required for the conversion of a C3 dwelling house to a C4 'small' HMO with three to six occupiers. However, on 25 February 2012 the City Council brought into force an [Article 4 Direction](#) that means planning permission is required for this change of use in Oxford. Planning permission is also required for the conversion of a C3 dwelling to a Sui Generis 'large' HMO with more than six occupiers. The change of use from a 'small' C4 HMO to a 'large' Sui Generis HMO also requires planning permission.
- 3.73 There is no Local Plan target for HMOs, however the AMR is required to report on the number of planning applications for new HMOs that are determined and approved during the monitoring year (Table 20).

Ward	HMO applications determined 2013/14	HMO applications approved 2013/14	HMO applications determined 2014/15	HMO applications approved 2014/15	HMO applications determined 2015/16	HMO applications approved 2015/16	HMO applications determined 2016/17	HMO applications approved 2016/17
Barton and Sandhills	0	0	2	2	3	2	5	5
Blackbird Leys	0	0	0	0	2	1	2	2
Carfax	0	0	0	0	6	6	0	0
Churchill	3	3	3	2	6	2	15	11
Cowley	3	2	2	2	8	7	12	11
Cowley Marsh	1	1	1	0	4	2	10	4
Headington	2	2	4	4	4	3	11	9
Headington Hill and Northway	0	0	1	1	5	5	6	5
Hinksey Park	0	0	0	0	8	7	2	1
Holywell	0	0	0	0	0	0	1	1
Iffley Fields	3	2	3	1	1	1	6	3
Jericho & Osney	1	1	3	3	2	2	3	3
Littlemore	0	0	1	1	4	4	3	2
Lye Valley	1	1	8	6	15	13	10	10
Marston	1	1	2	2	2	2	8	6
North	1	1	1	0	0	0	2	2
Northfield Brook	0	0	0	0	0	0	2	2
Quarry & Risinghurst	1	1	1	1	4	4	2	2
Rose Hill and Iffley	0	0	1	1	3	2	1	0
St. Clements	3	2	3	2	7	6	5	3
St. Margaret's	0	0	0	0	0	0	2	2

St. Mary's	0	0	0	0	5	2	6	3
Summertown	0	0	2	2	5	5	4	4
Wolvercote	0	0	1	0	2	2	1	1
<b>Total</b>	<b>20</b>	<b>17 (85%)</b>	<b>39</b>	<b>30 (77%)</b>	<b>96</b>	<b>78 (81%)</b>	<b>119</b>	<b>92 (77%)</b>

**Table 20:** Planning applications for new HMOs determined and approved 2013/14-2016/17

3.74 Table 20 shows that the number of planning applications received to create new HMOs has increased significantly over the past four years since the Sites and Housing Plan was adopted. The City Council has been actively working with HMO landlords to communicate the need for planning permission and therefore some of these applications may be regularising changes of use that have already taken place. The increase in applications may also reflect an increase in demand for this type of accommodation in the city given the high prices in the private rented sector in Oxford.

3.75 Given the exceptionally high concentration of HMOs in Oxford and the fact that HMOs often provide some of the poorest quality housing in the city, all HMO properties in Oxford require a licence. The City Council's HMO Licensing scheme has received national awards and recognition for its work providing protection for tenants against sub-standard conditions and supporting vigorous enforcement of tenants' legal rights.

**Indicator 20: RESIDENTIAL MOORINGS**

**Target: Nil applications approved that are subject to an unresolved objection by the body responsible for managing the relevant river channel or waterway.**

(Sites and Housing Plan Policy HP5)

**Performance against target 2015/16:**

N/A

**Performance in previous two years:**

**2014/15:** 

**2013/14:** N/A

3.76 No applications for residential moorings were received during the monitoring year.

## Strong and Active Communities

### Ambition: Socially cohesive and safe communities

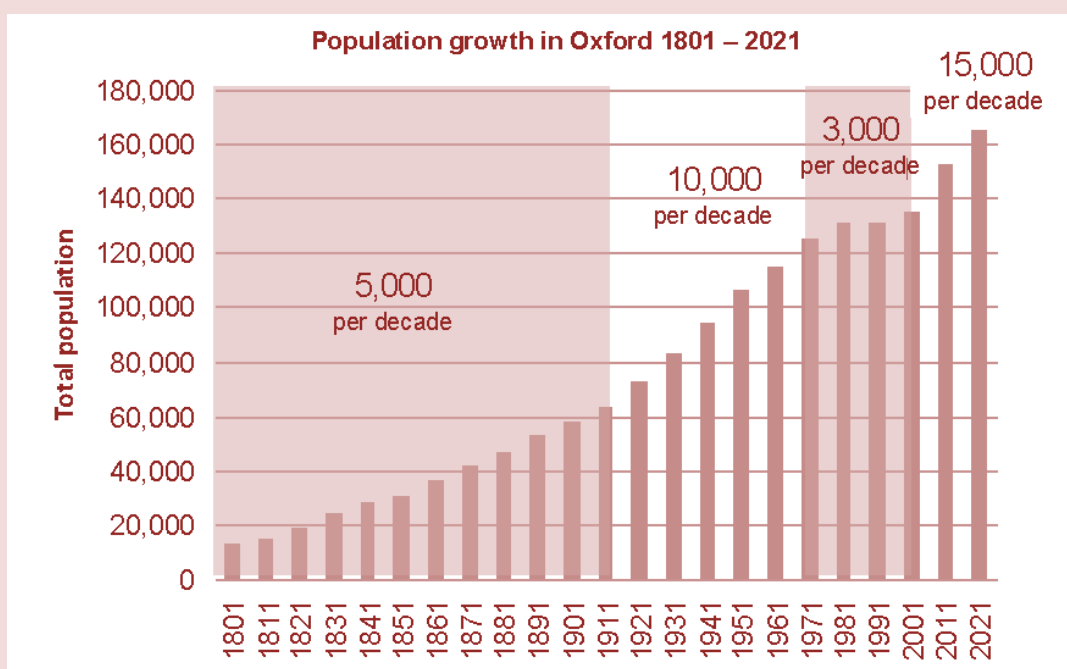
Our aim is that everyone in the city has the opportunity to:

- Be engaged in the diverse social and cultural life of the city
- Be active and engaged in leisure and sporting activities in the city
- Be protected from the risk of crime, exploitation and anti-social behaviour
- Have the support they need to achieve their potential

### Snapshot of Oxford's population

<b>Usual resident population:</b>	161,300 people <sup>30</sup>
<b>Annual population turnover:</b>	25% annual population turnover <sup>31</sup>
<b>Students as % of adult population:</b>	24% (approximately 32,800 full time university students)
<b>Non-white British population:</b>	22% from a black or minority ethnic background 14% from a white but non-British ethnic background <sup>32</sup>
<b>Life expectancy at birth:</b>	Men: 80.2 years Women: 84.3 years <sup>33</sup>
<b>% population in good or very good health:</b>	87% of Oxford's population in good or very good health <sup>34</sup>
<b>Areas of the city amongst the 20% most deprived parts of the country:</b>	Of 83 'super output areas' in Oxford, 10 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city. <sup>35</sup>

### Population changes over time



Oxford is currently in the middle of a new and distinct period of rapid population growth, adding around 15,000 people per decade. Oxford's population grew by 12% from 2001-2011, making it the sixth fastest growing English city. Oxford's population is projected to increase by another 13,000 people by 2021.

<sup>30</sup> Nomis (2017) [Total population](#)

<sup>31</sup> Office of National Statistics (2011) UK Census data

<sup>32</sup> Oxford City Council (2016) [Corporate Plan 2016-20](#)

<sup>33</sup> Public Health England (2015) [Health Profiles](#)

<sup>34</sup> Office of National Statistics (2011) UK Census Data

<sup>35</sup> Oxford City Council (May 2015) [Poverty and deprivation statistics](#)

**Indicator 21: REGENERATION AREAS**

**Target: Individual targets have been set for each priority regeneration area**

(Oxford Core Strategy Policy CS3)

**Performance against target 2016/17:**



**Performance in previous two years:**



4.1 The Core Strategy identifies five priority areas for regeneration: Barton; Blackbird Leys; Northway; Rose Hill; and Wood Farm. Physical regeneration is to be housing led, with a focus on improving the quality and mix of housing. Individual targets have been set for each of the priority areas based upon their specific circumstances (Table 21).

Regeneration Area Monitoring		
Indicator	Target	Progress to date
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas (SOAs) in Oxford that fall amongst the 20% most deprived in England Baseline (2007) . . . . .10 SOAs Target 1 (2016) . . . . .Less than 10 SOAs Target 2 (2026) . . . Less SOAs than in 2016	The English Indices of Deprivation 2015 identified 10 SOAs in Oxford that are amongst the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton.
Timely progression of regeneration action plans for each area	Implement regeneration action plans in conjunction with other departments. (Timetable to be agreed corporately.)	To be taken forward by Neighbourhood/Community Partnerships.
<b>Barton</b>		
Reduce the sense of isolation from the rest of the city	Provision of new footbridge across the A40 and/or improvements to existing underpass by 2015/16.	To be delivered as part of the Barton Park development. See Indicator 23.
'Investing in Barton': improvements to blocks of flats and the Community Centre; enhancement of the street environment; improvements to security and redevelopment of Underhill Circus.	Three year programme of improvements to low rise blocks.	Permission was granted in December 2016 for improvements to flats on Stowford Road and Bayswater Road and work commenced in early 2017 <sup>36</sup> . Permission was granted in January 2017 for improvements to flats on Barton Road <sup>37</sup> .
	Improvements to Barton Neighbourhood Centre.	Improvement works to Barton Neighbourhood Centre will include extending the existing health centre to provide health facilities for residents of Barton and Barton Park. An application for change of use from offices to use as a health centre was prepared in Spring 2017 ready for submission in June 2017 <sup>38</sup> .

<sup>36</sup> Planning application references 16/02588/CT3 (2 to 24 Stowford Road), 16/02596/CT3 (26 to 60 Stowford Road), and 16/02597/CT3 (55 to 89 Bayswater Road).

<sup>37</sup> Planning application references 16/02802/CT3 (78-100 Barton Road), 16/02803/CT3 (102-112 Barton Road) and 16/02804/CT3 (114-136 Barton Road).

<sup>38</sup> Planning application reference 17/01507/CT3.

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	Redevelopment of Underhill Circus.	Work is in its early stages to work up proposals for the redevelopment of Underhill Circus. Initial design ideas have been drawn up and the City Council are working with the community to develop a proposal.
Barton Healthy New Towns Project.	Work with partners at Grosvenor, Oxfordshire Clinical Commissioning Group and Oxfordshire County Council Public Health towards delivering equal opportunities to good physical and mental health through the planning system.	A health impact assessment to identify retrospective enhancements at Barton Park and proactive recommendations for Underhill Circus and the Barton Healthy Living Centre was completed in January 2017. Barton Healthy New Town is part of the Town and Country Planning Association's Developer and Wellbeing national programme.
Blackbird Leys		
Improve the centre to create a mixed-use district centre	Provide approx. 3,000m <sup>2</sup> (gross) A1 non-food retail floorspace and 975m <sup>2</sup> (net) food retail floorspace by 2016.	In April 2017, the City Council appointed CBRE to go to market to seek a development partner for the regeneration of Blackbird Leys district centre. This follows the Council's successful bid for £745,000 from the government's Estate Regeneration Fund to support the feasibility and other preparatory work to deliver the Blackbird Leys and Barton regeneration schemes.
Investigate the future of Windrush and Evenlode tower blocks	Undertake an options appraisal by 2011.	Planning permission granted for upgrade works in November 2014 (14/02641/FUL & 14/02640/CT3). Work on both tower blocks commenced on site in early 2016 and is expected to be completed in early 2018.
Northway		
Access across the A40 linking safeguarded land at Barton to Northway, for use by buses, pedestrians and cycles	Implementation by substantial completion of residential development at Barton by 2013/14.	To be delivered as part of the Barton Park development. See Indicator 23.
Investigate the future use of Plowman tower block and the surrounding area, plus the possible redevelopment of the Northway offices	Options appraisal for Plowman tower block by 2010.  Redevelopment of Northway Offices starting by Dec 2009.	Planning permission granted for upgrade works to Plowman Tower in November 2014 (14/02642/CT3). Works commenced on site February 2017.  Sites and Housing Plan Allocation SP37. Planning permission granted in 2013 for 47 residential units and community centre



		(12/03280/FUL). The community centre and the first residential units were completed and occupied in Spring 2017.
<b>Rose Hill</b>		
Housing stock regeneration programme	Redevelopment of life-expired houses to provide 254 new residential units (113 market and 141 affordable) by 2012.	Development completed December 2011.
New Rose Hill Community Centre	Delivery of new Community Centre.	Development completed January 2016.
<b>Wood Farm</b>		
Redevelopment of the Wood Farm primary school/Slade nursery school site	Redevelopment of the Wood Farm primary school/Slade nursery school site to include enhanced facilities for the wider community by 2012.	Development completed October 2013.
Investigate the future use of Foresters Tower block and surrounding area	Options appraisal for Foresters tower block by 2011.	Planning permission granted for upgrade works to Foresters Tower in November 2014 (14/02643/CT3). Works commenced on site November 2016.

**Table 21:** Core Strategy monitoring framework for Policy CS3 Regeneration Areas

4.2 Regeneration work is also progressing outside of the targeted priority regeneration areas, for example in Cowley. Barns Place, a mixed-used development comprising 40 apartments (of which 50% are affordable housing), a new community centre, retail and workshops was completed in September 2016<sup>39</sup>. Barns Place was awarded a Royal Institute of British Architects (RIBA) South Regional Award in May 2017 (Image 1).



**Image 1:** The RIBA award winning Barns Place development

<sup>39</sup> Planning application reference 12/03278/FUL (Barns Place).

- 4.3 An application for redevelopment of Templars Square Shopping Centre was submitted in December 2016<sup>40</sup> and the East Area Planning Committee resolved to grant planning permission for this development subject to the conditions and s106 legal agreement being finalised and completed<sup>41</sup>. The proposals include 200 homes, new shops, restaurants and a hotel as well as improvements to Between Towns Road.

### Indicator 22: WEST END AREA ACTION PLAN

The West End Area Action Plan (AAP) guides development and change in Oxford's West End. It aspires to transform this key part of the City, which is currently under-utilised, raising it to the standard that Oxford's reputation deserves. The West End AAP identifies four key objectives to support this vision:

- An attractive network of streets and spaces
- A high quality built environment
- A strong and balanced community
- A vibrant and successful West End

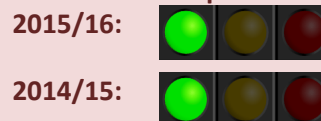
The AAP monitoring framework is based around these objectives.

(Oxford Core Strategy Policy CS5, West End Area Action Plan)

Performance against target 2016/17:



Performance in previous two years:



- 4.4 The West End is a key part of the City Centre which is currently under-utilised and the City Council has produced an Area Action Plan (AAP) to guide its physical regeneration. This is a challenging part of the city to redevelop as it includes multiple sites, under various land ownerships, that will become available for development at different times. Significant progress has been made on key projects in the West End during 2016/17:

#### Westgate

- 4.5 Work to deliver the new Westgate Centre has continued on site throughout 2016/17 and the centre is expected to open on 24 October 2017. This is a really important development for Oxford and will significantly increase the city's retail offer through the delivery of 80,000m<sup>2</sup> of new A1 retail floorspace. The development will also deliver 27,000m<sup>2</sup> of restaurants, cafes and leisure uses and a five screen Curzon cinema, as well as 59 residential apartments. This will help to strengthen Oxford's position as a regional centre for retail, culture and leisure, as well as helping to attract and provide for the needs of tourists.

<sup>40</sup> Planning application reference 16/03006/FUL (Templars Square).

<sup>41</sup> This application was considered by the East Area Planning Committee on Wednesday 5 July 2017.



Image 2: Westgate development

#### 4-5 Queen Street and 114-119 St Aldate's

4.6 Planning permission was granted in August 2015 for the redevelopment of this site to deliver a mixed use scheme including A1 retail with A2 offices or A3 restaurants at ground floor level and 133 students on upper floors. Work commenced onsite in November 2015 and was completed and ready for occupation by students for the academic year 2017/18.



Image 3: 4-5 Queen Street

#### Oxpens

4.7 The Oxpens SPD was adopted in 2013. A joint venture between Oxford City Council and Nuffield College has been set up to deliver the development of this site, which will be taken to the market for potential developers in 2017. The site could deliver up to 500 new homes; retail; up to 10,000m<sup>2</sup> of B1a offices and B1b research and development floorspace; a hotel with around 150 bedrooms; and student accommodation. An application (16/02945/FUL) for student accommodation with 500 rooms and small-scale retail and office units<sup>42</sup> went to planning committee in March 2107; planning committee resolved to grant permission subject to legal agreements.

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<sup>42</sup> Planning application reference 16/02945/FUL (Oxford Business Centre)

**Oxford Station SPD**

- 4.8 Work on bringing forward the redevelopment of Oxford train station continued during 2016/17, with the City Council producing a Draft Oxford Station Supplementary Planning Document (SPD) that was consulted on during summer 2017. The SPD builds on work carried out for the Oxford Station Masterplan and an architectural competition held in 2016. The SPD further develops the station masterplan and includes a new station, a multi-modal transport interchange and car park, as well as commercial and residential uses. It is anticipated that the SPD will be adopted in winter 2017.

**Indicator 23: BARTON AREA ACTION PLAN**

The Barton Area Action Plan (AAP) guides development and change at the Barton strategic site, aiming to deliver a development that reflects Oxford’s status as a world class city and which supports integration and sustainability. The Barton AAP identifies five key objectives to support this vision:

- Deliver a strong and balance community
- Bring wider regeneration of neighbouring estates
- Improve accessibility and integration
- Encourage a low-carbon lifestyle
- Introduce design that is responsive and innovative.

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS7, Barton Area Action Plan)

Performance against target 2016/17:



Performance in previous two years:

2015/16:



2014/15:



4.9 Policy CS7 of the Core Strategy, supported by the Barton AAP, allocates 36ha of land in the north of the city between Barton and Northway (known as land at Barton) for a predominately residential development of 800-1,200 new dwellings. This is the largest residential development opportunity in the city.

4.10 Outline planning permission was granted in September 2013 for means of access for the erection of a maximum of 885 residential units (Class C3); a maximum of 2,500 m<sup>2</sup> gross Class A1, A2, A3, A4 and A5 uses (with a maximum of 2,000m<sup>2</sup> gross food store Class A1); a maximum of 50 extra care housing units; a maximum of 7,350 m<sup>2</sup> GEA hotel (Class C1); and a maximum of 3,000 m<sup>2</sup> GEA Class D1, D2 floorspace (community hub) in development blocks ranging from 2 to 5 storeys with associated cycle and car parking, landscaping, public realm works, interim works and associated highway works<sup>43</sup>. A reserved matters application for works needed to prepare the site for development was approved in February 2015<sup>44</sup>; work commenced on site in Summer 2015. The new junction on the A40, connecting Barton Park to Northway, was completed in May 2107 and opened in August 2017.

4.11 A further reserved matters application for Phase 1 of the development (237 dwellings,) was approved in March 2016<sup>45</sup>, and construction began in January 2017. It is anticipated that dwellings will begin to be occupied towards the end of 2017. Phase 1 includes 40% affordable housing (95 units), all of which will be provided as social rent. Two further reserved matters applications for community sports facilities and a community sports pavilion were approved in

<sup>43</sup> Planning application reference 13/01383/OUT (Barton Park outline planning permission).

<sup>44</sup> Planning application reference 14/03201/RES (Barton Park enabling works).

<sup>45</sup> Planning application reference 15/03642/RES (Barton Park Phase1).

April and December 2016<sup>46</sup>. Work is on-going to bring forward the subsequent phases of development.

**Indicator 24: NORTHERN GATEWAY AREA ACTION PLAN**

The Northern Gateway Area Action Plan (AAP) guides development and change at the Northern Gateway. It aspires to create a vibrant and successful extension to Oxford, with a flourishing community of knowledge-based industries and modern new homes. The Northern Gateway AAP identifies six key objectives to support this vision:

- Strengthen Oxford’s knowledge-based economy
- Provide more housing
- Improve the local and strategic road network and other transport connections
- Respond to the context of the natural and historic environment
- Create a gateway to Oxford
- Encourage a low-carbon lifestyle/economy

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS6, Northern Gateway Area Action Plan)

**Performance against target 2016/17:**

**N/A**

**Performance in previous two years:**

**2015/16: N/A**

**2014/15: N/A**

**2013/14: N/A**

4.12 The Northern Gateway AAP was adopted in July 2015. It is too early to monitor development at this site against the AAP’s monitoring framework as no planning application has been submitted, however it should be noted that the development consortium undertook initial public consultation in February 2015.

4.13 Pre-application discussions are at an advanced stage. These are working on the masterplan for the overall outline scheme, and for the detailed part of Phase 1a of the development. It is anticipated that an outline application will be submitted by the end of 2017.

4.14 The Northern Gateway is a key element of the Oxford and Oxfordshire City Deal, which was agreed to support innovation-led economic growth. The City Deal partners and Government have agreed to invest a total of £17.8m in highway infrastructure at the Northern Gateway to enable the development. Improvement works to both Wolvercote and Cutteslowe roundabouts were completed in September 2016. The next phase will include the provision of a link road between the A44 and A40 and new signalised junctions. This will be bought forward as part of the wider development at the Northern Gateway.

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<sup>46</sup> Planning application references 16/00067/RES (Barton Park community sports facilities) and 16/02002/RES (Barton Park Community Sports Pavilion).

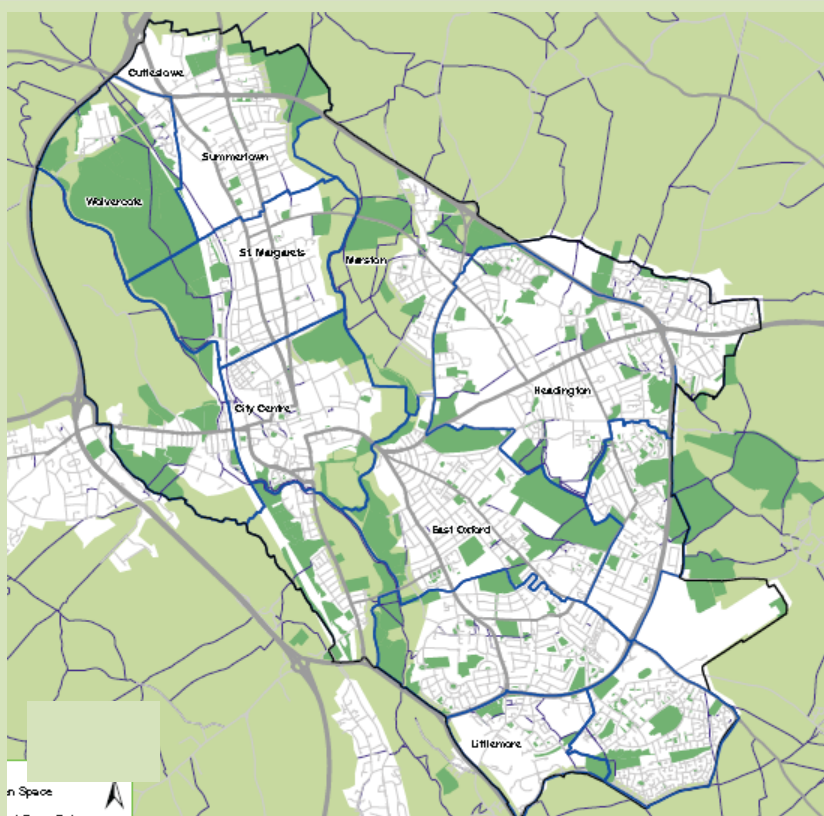
## Cleaner and Greener Oxford

**Ambition: An attractive and clean city that minimises its environmental impact by cutting carbon, waste and pollution**

### Oxford - Environmental Snapshot

<b>Total area:</b>	17.6 square miles / 46 square kilometres
<b>Green Belt (% of total area):</b>	27% of Oxford's total area
<b>Allotments:</b>	36 allotment sites across the city
<b>Listed Buildings:</b>	More than 1,600 listed buildings
<b>Conservation Areas:</b>	18 conservation areas
<b>Parks with Green Flag status:</b>	Five parks (Cuttislowe & Sunnymead Park, Blackbird Leys Park, Hinksey Park, Florence Park and Bury Knowle Park)
<b>Carbon emissions per capita:</b>	5.9 tonnes per resident The target is to reduce the city's emissions by 40% by 2020, compared to a 2005 baseline. <sup>47</sup>
<b>Cycling infrastructure per Km<sup>2</sup>:</b>	Per 1km <sup>2</sup> there is an average of 0.49 km of cycle infrastructure across Oxford. <sup>48</sup>
<b>Land area covered by grassland and forests:</b>	32% of the land within Oxford City Council's boundary is grassland or woodland. <sup>49</sup>
<b>Oxford Household Recycling Rate:</b>	Residual waste: 382.68 kg per household in 2016/17 Household waste recycled and composted: 49.60% in 2016/17

### Spatial distribution of parks and open spaces in Oxford:<sup>50</sup>



<sup>47</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 5)

<sup>48</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 8)

<sup>49</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 13)

<sup>50</sup> Oxford City Council (2013) [Green Spaces Strategy 2013-2027](#) (Appendix 1)

**Indicator 25: CHANGES IN AREAS OF BIODIVERSITY IMPORTANCE**

**Target:** No net reduction in areas designated for their intrinsic environmental value i.e. SAC, SSSI, RIGS and locally designated sites (Oxford Core Strategy Policy CS12)

**Performance against target 2016/17:**



**Performance in previous two years:**



- 5.1 Oxford has a diverse range of species and habitats and this is another part of what makes Oxford such a special place. It is important that Oxford's biodiversity is maintained as this is central to natural processes such as the maintenance of air, soil and water quality, and the regulation of climate and flooding. Biodiversity and good quality natural environments also contribute to health and wellbeing and are a key part of Oxford's character.
- 5.2 There are a number of sites in Oxford that are protected for their biodiversity and geological importance. This includes European designations (the Oxford Meadows Special Area of Conservation), national designations (Sites of Special Scientific Interest), and local level designations (local wildlife sites, local nature reserves and sites of local importance to nature conservation). Table 22 provides details of sites designated for their intrinsic environmental importance in Oxford. It shows that in 2016/17 there was no change in the area of any of these designated sites. This suggests that these sites are well protected by Local Plan policies.

Designation	2013/14	2014/15	2015/16	2016/17	Change
<b>Special Areas of Conservation (SAC)</b> (1 site)	177.1	177.1	177.1	177.1	<b>No change</b>
<b>Sites of Special Scientific Interest (SSSI)</b> (12 sites)	278.24	278.24	278.24	278.24	<b>No change</b>
<b>Regionally Important Geological or Geomorphological Sites (RIGS)</b> (2 Sites)	2.0	2.0	2.0	2.0	<b>No change</b>
<b>Local Nature Reserves</b> (3 Sites)	6.63	6.63	6.63	6.63	<b>No change</b>
<b>Local Wildlife Sites</b> (14 sites)	125.44	125.44	125.44	125.44	<b>No change</b>
<b>Sites of Local Importance for Nature Conservation (SLINCs)</b> (50 sites)	202.5	202.5	202.5	202.5	<b>No change</b>

**Table 22:** Area (ha) of sites designated for their environmental importance in Oxford (Natural England Data)

- 5.3 As work on the new Local Plan continues, the City Council is working with Thames Valley Environmental Records Centre to re-assess the biodiversity value of some locally designated sites to ensure that they have the correct designation and level of protection to cover the emerging Local Plan period up to 2036.



**Indicator 26: NATURAL RESOURCE IMPACT ANALYSIS (NRIA) AND ON-SITE RENEWABLE ENERGY GENERATION**

**Target: 100% of qualifying planning permissions granted to comply with NRIA requirements**  
**Minimum of 20% on-site renewable or low carbon energy from qualifying sites**  
 (Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

**Performance against target 2016/17:**



**Performance in previous two years:**



- 5.4 Oxford City Council has a longstanding commitment to making Oxford more sustainable. This commitment can be realised by requiring sustainable design in planning policy. By requiring greater efficiency of resources and a proportion of energy from on-site renewable sources, we can mitigate the wider environmental effects of increasing urbanisation.
- 5.5 Core Strategy Policy CS9 and Saved Local Plan Policy CP.18 require non-residential developments of 2,000m<sup>2</sup> or more to submit a Natural Resource Impact Assessment (NRIA). The NRIA assesses a range of factors including energy efficient design, renewable energy generation, use of materials and water management, as set out in the NRIA SPD. Qualifying developments are required to meet 20% of their energy needs on site through renewable and low carbon technologies. Rarely is the City Council likely to approve a development where an NRIA checklist score of at least 6 out of 11 is not achieved, including at least the minimum standard in each section.
- 5.6 The requirement to undertake NRIsAs for residential developments of 10+ dwellings was removed when Part L of the Building Regulations was updated to require improved energy efficiency standards in all residential developments. Instead, Policy HP11 of the Sites and Housing Plan requires all applications for new residential or student accommodation development to include an energy statement explaining how energy efficiencies have been incorporated. Policy HP11 also requires developments of 10+ dwellings, 20+ student rooms or more than 500m<sup>2</sup> of student accommodation to meet at least 20% of their energy needs from on-site renewable or low carbon technologies.

Application Reference & Site	Development	NRIA Checklist Score	Proposed On-Site Renewable Energy Generation
14/01441/FUL Land At Jericho Canal Side	Demolition of various structures including former garages and workshops. Erection of 23 residential units, together with new community centre, restaurant and boat yard.	10	<b>20% On-Site Renewable Energy Generation</b> (Photovoltaic Panels, Water Sourced Heat Pumps, and Combined Heat and Power)
16/01725/FUL St Edward's School , Woodstock Road	Demolition of existing school hall. Construction of a new hall, library and teaching accommodation.	8	<b>20% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
13/01555/CT3 Land East of Warren Crescent	Erection of 10 x 3-bed dwellings.	7	<b>20% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
16/00859/FUL John Radcliffe Hospital, Headley Way	Application to provide 62 bedrooms including communal areas, admin facilities, plant and store rooms.	6	<b>28% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)

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16/02618/FUL Stansfeld Outdoor Education Centre, Quarry Road	Demolition of redundant former outdoor education centre buildings; construction of a new science education centre and innovation centre.	6	<b>24% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
16/01973/FUL Canterbury House, Cowley Road	Change of use of Canterbury House, Adams House and Rivera House from offices use to 48 student study rooms and ancillary facilities. Erection of 30 further student study rooms.	N/A	<b>20% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
16/02406/FUL Canterbury House, Cowley Road	Change of use of Canterbury House, Adams House and Rivera House from use as offices to use as 48 student study rooms with ancillary facilities.	N/A	<b>20% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
15/00858/FUL 36 38 40 London Road & 2 Latimer Road	Demolition of residential houses. Erection of 167 student study rooms and ancillary facilities	N/A	<b>23% On-Site Renewable Energy Generation</b> (Photovoltaic Panels and Combined Heat and Power)
16/03108/RES Jack Russell , 21 Salford Road	Demolition of public house, erection of 16 flats.	N/A	<b>28% On-Site Renewable Energy Generation</b> (Photovoltaic Panels)
15/02282/OUT Jack Russell , 21 Salford Road	Demolition of public house. Outline application for the erection of 16 flats.	N/A	N/A - Addressed at the reserved matters stage (16/03108/RES)

**Table 23:** Qualifying developments' compliance with NRIA requirements (permissions) 2016/17

5.7 Table 23 shows that planning policies are effectively ensuring onsite renewable and low carbon energy generation on qualifying schemes. Whilst the NRIA now only applies to qualifying non-residential developments, it remains a useful tool in ensuring sustainable design.

### Indicator 27: DEVELOPMENT IN THE GREEN BELT

**Target:** No inappropriate development in the Green Belt unless specifically allocated in Oxford's Local Plan (Oxford Core Strategy Policy CS4)

**Performance against target 2016/17:**



**Performance in previous two years:**



5.8 The Green Belt is designated in order to prevent urban sprawl by keeping land surrounding urban areas permanently open and undeveloped. The essential characteristics of Green Belts are their openness and their permanence.

5.9 Table 24 provides details of planning permissions granted for development in the Green Belt within the city boundary during the monitoring year. All applications were considered against Green Belt policies set out in the National Planning Policy Framework and Core Strategy. No inappropriate development was permitted during 2016/17.

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Location	Application Reference	Development	Reason for Approval
Oxford City Football Ground	16/00392/FUL	A new external Artificial Turf sports pitch to replace grassed football pitch.	It is considered that the proposals would not detract from the open appearance of the Green Belt.
The Cricket Pavilion, University Parks	16/00416/FUL	Part change of use from office and storage area to shop	This application relates to the partial conversion of a storage area to a shop for the takeaway sales of cold food and hot drinks, minimal effect on Green Belt.
Oxford University Parks	16/00597/FUL	Re-location of gates and railings from Science Area to Western boundary.	This is only a minor alteration to the fencing of University Parks and represents an unobtrusive change.
Land At Mill Lane, Marston	16/00843/FUL	Change of use of agricultural land to use for storage/processing of timber	Although the site is within the Green Belt there is limited impact in terms of physical development. The principle of forestry related activity in the Green Belt is considered acceptable in the context of the NPPF.
City Of Oxford Rowing Club, Meadow Lane	16/00930/FUL	Erection of two storey extension to rear of existing boat club.	This minor extension to an existing building would facilitate outdoor recreation. The scale of the extension does not make the resultant building significantly more obtrusive within the surrounding landscape.
Recreation Grounds At Boults Lane And Cherwell Drive	16/01782/FUL	Erection of sports pavilion. Provision of car parking and bin and cycle areas. Installation of 2 storage containers.	The building proposed would be required for a community use in conjunction with outdoor sporting activities. This would be acceptable in the context of national policy as set out in Paragraph 89 of the NPPF.
Wolvercote Bathing Place, Godstow Road	16/02305/FUL	Erection of stone memorial and display of 3 information boards.	The proposal is for a small memorial and accompanying signs and represents an unobtrusive addition to the Green Belt.
The Cricket Pavilion, University Parks, Parks Road	16/02323/FUL	Part change of use of Rhodes Pavilion from retail to restaurant/cafe	The proposal would not result in an increase of built up areas and does not detract from the landscape setting or character of Oxford. The proposal is also not considered to compromise the use of the area as an active recreational use.
Brasenose Farm Allotments, Eastern By-Pass Road	16/03065/CT3	Erection of shed for allotment storage.	The proposal represents an addition which would assist in the site's current use as allotment gardens.
Victoria Arms, Mill Lane	16/03116/FUL	Formation of a temporary overflow car park in paddock field.	The development would not lead to a physically distinct built-up area if only used on an occasional basis when there is peak demand.

**Table 24:** Planning permissions granted for development in the Green Belt in 2016/17

**Indicator 28: HERITAGE ASSETS AT RISK**

**Target: A decrease in heritage assets at risk or no net increase in heritage assets at risk**  
(Oxford Core Strategy Policy CS18)

**Performance against target 2016/17:**



**Performance in previous two years:**



5.10 Oxford has a long, rich history and the city benefits from a diverse range of heritage assets. It is important that Oxford’s heritage assets are protected and enhanced as they are an important part of the city’s character and should be maintained for the benefit of future generations.

5.11 Historic England’s ‘Heritage at Risk’ programme identifies the heritage assets that are most at risk of being lost as a result of neglect, decay or inappropriate development across England. In 2016/17 two of Oxford’s heritage assets were identified as being at risk (Table 25).

Heritage Asset	Condition	Priority Category
Church of St Thomas the Martyr St Thomas Street	Poor	C – Slow decay; no solution agreed.
Swing Bridge, Near Rewley Road	Very Bad	B – Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented

**Table 25:** Heritage assets at risk in Oxford (Historic England, October 2016)

5.12 The same heritage assets were identified as being at risk in previous monitoring years. There has been no notable change in their condition. This is a net decrease in the number of heritage assets at risk when compared to the Core Strategy baseline when there were three heritage assets at risk.

**Indicator 29: APPLICATIONS INVOLVING THE TOTAL, SUBSTANTIAL OR PARTIAL DEMOLITION OF A LISTED BUILDING**

**Target: 0% Listed Building Consents or planning permissions granted that involve the total, substantial or partial demolition of a listed building**  
(Oxford Core Strategy Policy CS18)

**Performance against target 2016/17:**



**Performance in previous two years:**



5.13 Listed buildings are irreplaceable heritage assets and as such should be protected from substantial harm which in the worst instance will include their total or substantial demolition. As such it is the City Council’s duty as custodians of Oxford’s unique, historic environment to resist such loss of heritage assets as far as possible.

5.14 Three applications were received in 2016/17 which involved the total, substantial or partial demolition of a listed building, two of which were refused and one permitted (Table 26).

Application	Decision	Location	Proposal
16/00370/LBD	Refused	Land Adjacent Barton Manor, 7 Barton Village Road	Demolition of section of boundary wall fronting Barton Village Road in association with new access.
16/01895/LBD	Refused	Grove House, 44 Iffley Turn	Demolition of Rotunda building connected to house. Replacement with two bedroom dwelling with basement and associated works to link main dwelling.
16/03047/LBD	Permitted	K6 Telephone Kiosk, Jowett Walk	Demolition of telephone kiosk (proposed to be relocated under planning application 16/03046/FUL).

**Table 26:** Applications involving the total, substantial or partial demolition of a listed building determined during 2016/17

5.15 While application 16/03047/LBD was permitted, despite the wording of the proposal, this did not involve the total demolition of a Listed Building but rather the careful dismantling and re-erection of the structure further along the same street to allow for vehicular access in accordance with Historic England’s advice. So, while this does technically constitute demolition, and the kiosk will no longer be listed once its dismantlement has taken place, in reality this is not an accurate description of the proposal. Historic England agreed, in their comments on the application, that while the kiosk is an important element in the special character of Jowett Walk, its re-location will not harm its significance, as its significance is not tied in with its specific location within the street. In addition, a condition of the Listed Building Consent requires the applicant to apply for the kiosk’s relisting.

**Indicator 30: APPEALS ALLOWED WHERE CONSERVATION POLICIES ARE CITED AS A REASON FOR REFUSAL**

**Target:** 80% of appeals dismissed where conservation policies are cited as a reason for refusal (Oxford Core Strategy Policy CS18)

**Performance against target 2016/17:**



**Performance in previous two years:**



5.16 Oxford has a rich heritage, spanning over one thousand years. While it is clear that modern development must happen for Oxford to successfully function as an urban space, this should not be at the expense of Oxford’s heritage assets. Oxford’s conservation policies are therefore intended to accommodate modernity and growth but manage their effect on the historic environment.

5.17 Oxford’s detailed conservation policies are the Saved Local Plan 2001-16 historic environment policies. Two appeals were determined in 2016/17 where these policies had been cited as a reason for refusal and only one of these appeals (50%) was dismissed, due to considerations other than conservation policies. In the case where the appeal was allowed, the Inspector considered that, on balance, the proposal had a neutral effect in heritage terms.

5.18 Whilst performance in 2016/17 was well below the 80% target, only two appeals were determined where the historic environment policies applied meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target had been met. This issue occurred in the AMR 2015/16 also and suggests that a percentage based target may not be the most accurate measurement of the success of the policy when there is a reduced rate of appeals. This shows that, in the upcoming Local Plan 2036, an alternative method of measuring comparable heritage policies should be explored.

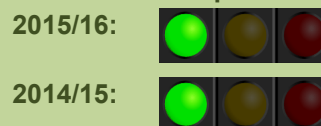
**Indicator 31: TREE PRESERVATION ORDERS (TPOs)**

**Target: 0% of applications for felling trees that are the subject of a TPO to be approved by the City Council contrary to officers' recommendations** (Oxford Core Strategy Policy CS18)

Performance against target 2016/17:



Performance in previous two years:



5.19 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2016/17.

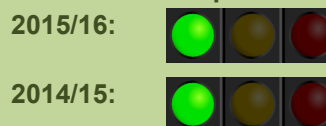
**Indicator 32: LOSSES OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES**

**Target: No net loss to other uses of publically accessible open space, outdoor sports and recreation facilities** (Oxford Core Strategy Policy CS21)

Performance against target 2016/17:



Performance in previous two years:



5.20 Public open space, outdoor sports and recreation facilities provide a range of benefits including helping to support health and wellbeing. No planning applications were permitted where there would be a net loss of publicly accessible open space, outdoor sports or recreation facilities in 2016/17.

5.21 The City Council has continued to resist development on a protected outdoor sports facility at William Morris Close, in large part due to the loss of protected public open space (refused applications 16/00797/OUT and 16/02651/OUT). This demonstrates Policy CS21 is continuing to fulfill its function.

5.22 It should also be noted that during the 2016/17 monitoring year planning permission was granted for a number of applications that will provide improved public open space, leisure and recreational facilities in Oxford. This includes an application by the City Council in which planning permission was granted for the improvement of an existing sports pavilion on Margaret Road (16/00002/CT3). Four applications involving the development and

redevelopment of private sports pavilions, and thereby the enhancement of the associated green space, were also granted permission during the monitoring year.

- 5.23 Planning permission was also granted for new sports facilities on Horspath Road which are to replace those on Roman Way to allow for the expansion of the BMW factory (16/03078/FUL, 17/00139/CONSLT). The re-provision of sports facilities has been funded through a Section 106 agreement with BMW and represents a significant improvement of facilities, as the existing facilities have recently fallen below an acceptable standard of quality.
- 5.24 The City Council has also secured planning permission for the Northway and Marston flood alleviation scheme, both Phase One at Northway Sports Ground (16/01320/CT3, 16/02224/VAR) and Phase Two at Court Place Farm recreational ground (16/01549/CT3). This scheme will make these green spaces more multi-functional and increase the resilience against flood in these areas which are prone to flooding. This will be achieved without any loss to publicly accessible green space and shows the City Council's policy of planning positively both in flood mitigation but also in the multi-functionality and retention of Oxford's green spaces.
- 5.25 Planning permission was also granted for the re-provision of sports facilities as part of the wider Barton Park development (16/00067/RES). The proposed facilities would exceed the existing in quality, as the existing was of poor quality in parts, while also providing a greater quantity of facilities which are also more versatile; one of the new pitches is synthetic grass and can therefore be used for longer periods of the year. A similar application for the wider Barton Park project (16/02002/RES) also saw the re-provision of facilities demolished; in this case a sports pavilion and children's play area.
- 5.26 An application for the change of use of a playground (16/00349/FUL) was given permission for use as a private residential garden, following its purchase from the City Council. The site was not protected under any Local Plan policy for its recreational use and the site has a covenant restricting it to residential garden use only. This, therefore, was not contrary to the Development Plan.
- 5.27 The planning applications in this monitoring year indicate that our policies offer robust protection to open space and outdoor sports and recreational facilities by ensuring no net loss. Development of these areas is permitted only when strict criteria are met which includes the re-provision of existing facilities. This also shows the City Council's commitment to guarding against loss of open space while also ensuring communities have continued access to these spaces and facilities, as required in the NPPF (paragraphs 73-74).

**Indicator 33: TRAFFIC GROWTH AT INNER AND OUTER CORDONS**

**Target: Inner Cordon - no more than 0% growth**

**Outer Cordon - no more than 0.2% average annual growth** (Oxford Core Strategy Policy CS14)

**Performance against target 2016/17:**



**Performance in previous two years:**

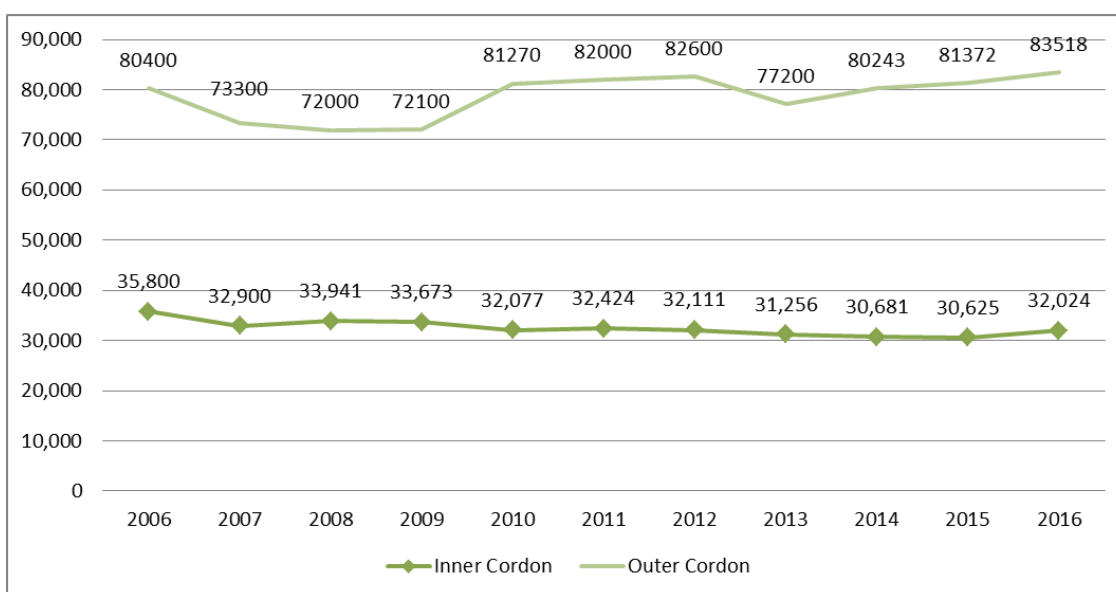
**2015/16:**



**2014/15:**



5.28 Oxfordshire County Council monitors traffic flows at two ‘cordons’ in Oxford. The inner cordon count provides an indication of the average number of vehicles entering the city centre on any given weekday, whilst the outer cordon count provides an indication of the number of vehicles entering Oxford from beyond the city boundary on any given weekday.



**Figure 8:** Average weekday inbound traffic at the Inner and Outer Cordons 2006 – 2016\*

\*Note: In 2010 an additional outer cordon monitoring location was added on Oxford Road, North of Bagley Wood. Data from two outer cordon monitoring locations (Oxford Road and Beaumont Road) was unavailable for 2013. Data from one outer cordon monitoring location (Beaumont Road) was unavailable for 2015.

5.29 Figure 8 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline (36,000 vehicles). However, while the number of vehicles measured in the traffic flow of the inner cordon has remained below the 2006 baseline, it has increased by 4.57% on the previous year. Further monitoring is required to determine whether this is a fluctuation, perhaps caused by roadworks, or an emerging trend.

5.30 The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation since the 2006 baseline. This is possibly due to the introduction of additional monitoring locations in 2010, resulting in a higher volume of traffic registered from that year, and a faulty receptor in 2013, meaning the data for that year shows less traffic. The average number of vehicles travelling into Oxford on any given weekday in



2016 has increased by 1.4% on the previous monitoring year. Whatever the fluctuations in the data since 2016 due to changes in monitoring methodology or technical difficulties, it is clear that the overall trend is towards a slow increase in these traffic patterns. Indeed the current traffic flow is roughly 3,000 cars above the 2006 baseline level.

- 5.31 This data shows that the outer cordon has not met the target. However, despite this year's fluctuation, the inner traffic cordon remains on target. While it is disappointing not to have met both traffic cordon targets, this remains a difficult issue for the City Council to manage in the context of rapid population growth both within the city and the surrounding area, with many people commuting into Oxford from the wider city-region for work, leisure, health and education services. The City Council is taking various measures to encourage more sustainable travel options than private cars. These include proposed upgrades to Oxford Train Station, most notably increasing its capacity, as well as enhancing the active travel network such as through the now completed Cycle City Project.<sup>51</sup> A City Centre Movement and Public Realm Study is also being commissioned in partnership with the County Council to support work on the emerging Local Plan 2036.

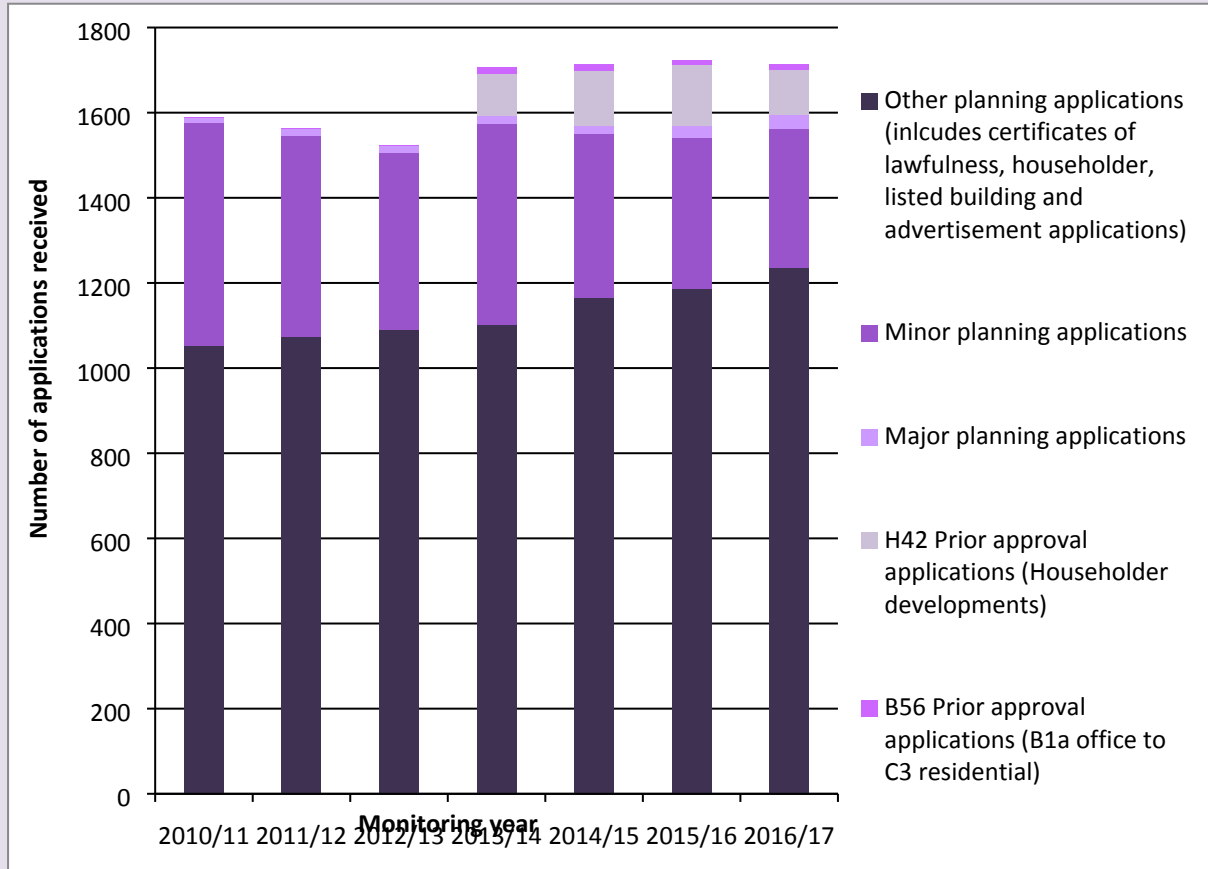
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<sup>51</sup> [Oxford Cycle City Projects 2012-16](#)

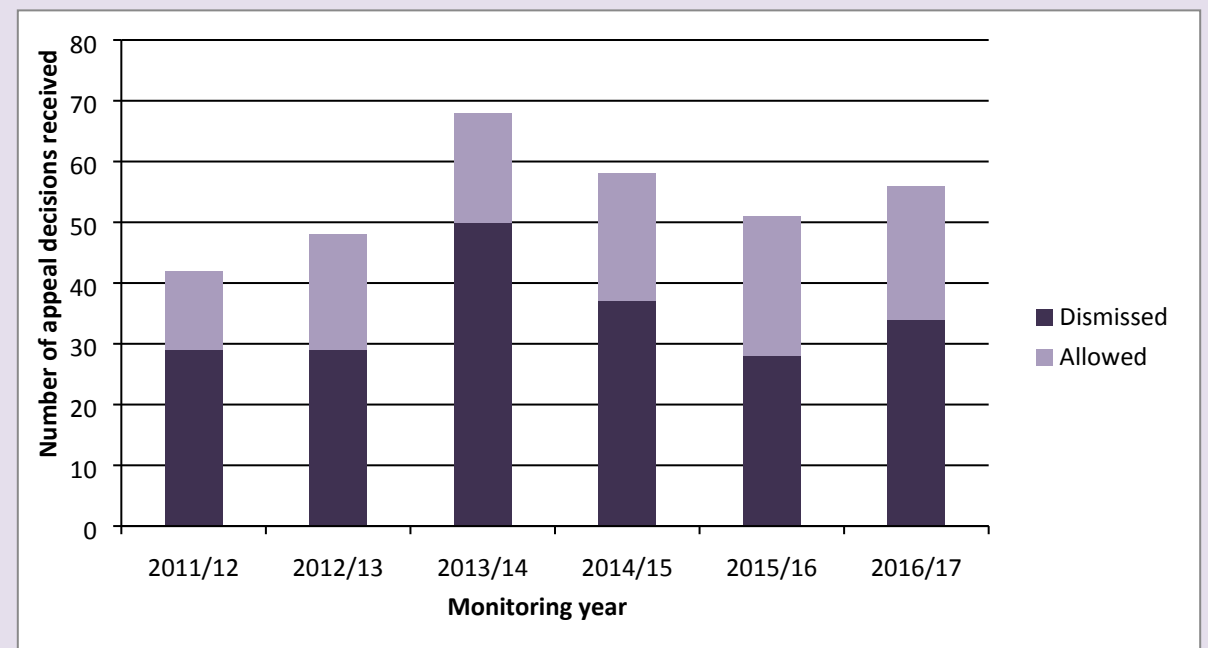
## An Efficient and Effective Council

Ambition: A customer-focused organisation, delivering efficient, high quality services that meet people's needs.

### Planning Applications Received:



### Development Management Appeal Decisions:



## LOCAL DEVELOPMENT SCHEME MONITORING

- 6.1 The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford's Local Plan and other planning policy documents. The LDS provides details on what each document will contain and the geographical area each will cover. Oxford's current LDS was adopted in January 2016 and covers the period 2016-2019.
- 6.2 As set out in the LDS, the City Council is currently working on producing a new Local Plan that will shape development in Oxford up to 2036. When adopted, the Local Plan 2036 will replace the Core Strategy, Sites and Housing Plan and saved policies of the Oxford Local Plan 2001-2016.

Document title	LDS timescale (as relevant to the monitoring period)	Progress during the 2016/17 monitoring year
Oxford Local Plan 2036	Issues Consultation: June/July 2016	The 'first steps' issues consultation was undertaken from June - August 2016 in line with LDS timescales. Following the close of the consultation, the responses were summarised and taken into consideration in the production of the Oxford Local Plan 2036 Preferred Options document. Consultation on the Preferred Options has since been undertaken in summer 2017.
Design Supplementary Planning Document (SPD)	Public consultation: April/March 2016 Adopt: Sept 2016 Publish: October 2016	The City Council has decided to deliver this information through the emerging Oxford Local Plan 2036 and Technical Advice Notes (TANS).
Oxford Station Area Supplementary Planning Document (SPD)	N/A	Masterplanning work was undertaken through a tripartite partnership comprising Oxford City Council, Oxfordshire County Council and Network Rail in conjunction with the train operating companies and the Department of Transport. Consultants are preparing a SPD which will provide advice and guidance on key design principles for the redevelopment of the Oxford Station area. Consultation on the draft SPD has since been undertaken in summer 2017.

**Table 27:** Progress against Local Development Scheme timescales in 2016/17

## DUTY TO COOPERATE MONITORING

- 6.3 The Duty to Cooperate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents.
- 6.4 The City Council has also been actively involved in a number of on-going joint-working and partnership relationships, which help to inform a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Oxfordshire Growth Board ; the Oxfordshire Local Enterprise Partnership (LEP); the Oxford Strategic Partnership; the Oxfordshire Local Transport Board; the Oxfordshire Leaders Group; the Oxfordshire Chief Executives Group; City and County Bilateral meetings; the Oxfordshire Area Flood Partnership; the Oxford Regeneration Programme Partnership; and the Oxfordshire Planning Policy Officers Group. These meetings are attended either by lead members and/or by a range of senior

officers. Engagement with other stakeholders about Duty to Cooperate matters is also important for the Local Plan 2036, and commentary about those processes is provided in more detail in the Local Plan Consultation Statement.

- 6.5 The City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the Oxfordshire Housing Market Area is met in emerging Local Plans. This includes contributing to meeting housing need that cannot be met in Oxford because of the city's tightly drawn administrative boundary and intrinsic environmental constraints. This is a key and pressing strategic and cross-boundary issue which is being addressed through Duty to Cooperate processes, particularly the work overseen by the Oxfordshire Growth Board.
- 6.6 The Growth Board is working to address the unmet housing (and affordable housing) needs of Oxford. It has already agreed a 'working assumption' of 15,000 unmet need for Oxford, and an apportionment of how this should be divided between the Oxfordshire districts by 2031. A memorandum of understanding was signed in September 2016. Cherwell, West Oxfordshire and the Vale of White Horse have agreed to deliver their apportionment in their Local Plans. Work is continuing to embed the agreed apportionment figure into South Oxfordshire's Local Plan.

## **NEIGHBOURHOOD PLAN MONITORING**

- 6.7 The 2011 Localism Act introduced new powers for communities that enable them to be directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or neighbourhood forum to produce a neighbourhood plan. Neighbourhood plans are about developing land in a way that is sympathetic to the needs of local stakeholders and that gives local people a greater say in where new development should go and what it should look like. Once plans are adopted they will become an important consideration when making decisions on planning applications.

### **Headington Neighbourhood Plan**

- 6.8 During the 2016/17 monitoring year, the Headington Neighbourhood Forum formally submitted the Headington Neighbourhood Plan to the City Council. The City Council consulted on the Plan in accordance with the Neighbourhood Planning Regulations. The representations received were forwarded to Neighbourhood Plan Examiner, who conducted the examination by written representations. The Examiner's Report was received on 4 January 2017. The Examiner considered that the basic conditions tests had been met subject to a number of modifications to the policies in the Neighbourhood Plan. The Examiner recommended that the Headington Neighbourhood Plan as modified should proceed to public referendum. The referendum took place in May 2017, with over 85% voting in support of the Neighbourhood Plan. The Plan was made by the Council on 20 June 2017.

### **Summertown and St Margaret's Neighbourhood Plan**

- 6.9 The Summertown and St. Margaret's Neighbourhood Forum undertook pre-submission public consultation on their Draft Neighbourhood Plan in January/February 2017. The Forum has since reviewed the policies in the light of the comments received from the public, key

stakeholders and statutory consultees and is now finalising the Neighbourhood Plan, with a view to formally submitting the Plan to the City Council later in 2017.

#### Wolvercote Neighbourhood Plan

6.10 The Wolvercote and Cutteslowe Neighbourhood Forum has been working on producing their Draft Neighbourhood Plan.

#### Littlemore Neighbourhood Plan

6.11 Littlemore Parish Council has started work on producing a neighbourhood plan. The first step in this process is to decide the area that the neighbourhood plan will cover. This is known as the 'neighbourhood area'. In 2017, Littlemore Parish Council submitted an application to the City Council asking us to designate the Littlemore Neighbourhood Area. The Littlemore Neighbourhood Area was formally designated at the City Executive Board meeting on 15 August 2017 and follows the parish boundary exactly.

### STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

6.12 Effective community engagement is essential to good planning. The Statement of Community Involvement in Planning (SCIP) sets out how the City Council will involve the community and other stakeholders in both developing planning policy documents and determining planning applications. The AMR reports on planning policy consultations undertaken during the monitoring year and explains how they have complied with the SCIP.

#### Oxford Local Plan 2036: First Steps Consultation

<b>Consultation dates:</b>	June – August 2016
<b>Summary of what we did:</b>	<p>This was not a statutory stage of consultation. This additional stage was incorporated into the project timetable because it was felt that early engagement, before any policy approaches are drafted, is the best time to engage people so that they can really shape the plan. The City Council was also keen involve those who might not normally engage with planning and so instead of using (simply) traditional consultation methods sought to use social media and to go out to where people are going to be - at events already arranged across the city such as the Leys Festival and the Cowley Road Carnival.</p> <p>A range of consultation materials were produced to provide local people and stakeholders with a variety of options for involvement in the consultation. These materials were made available online, at the Council's main offices, in libraries, in community centres and in sports and leisure centres across Oxford.</p> <p>The first steps consultation was widely publicised through a range of channels, including the local press, social media, the City Council's 'Your Oxford' publication, and posters in community notice boards. The Planning Policy Team also had a manned stand at a range of events across Oxford during the consultation period.</p>
<b>Responses received:</b>	<p>267 responses to the online questionnaire                  263 responses to the leaflet questionnaire                  78 other written responses                  Total = 608 responses</p> <p>More information on the first steps consultation, including summaries of the comments received, can be found in the <a href="#">First Steps Consultation Statement</a>.</p>

### Headington Neighbourhood Plan: Consultation on Submission Document

<b>Consultation dates:</b>	26 August 2017 – 7 October 2017
<b>Summary of what we did:</b>	<p>The Neighbourhood Planning Regulations set out the requirements for the proposed submission consultation. The Regulations require that a local authority must publicise the plan and specified supporting documents on their website and in in such other manners as they consider likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area.</p> <p>A copy of the Neighbourhood Plan Submission Document and representation forms were made available on the City Council’s website. Copies of the document and representation forms were also made available in the Headington Library and in the main City Council offices (St. Aldate’s Chambers). The City Council made use of social media and other more traditional methods to inform the public of the consultation. All the relevant bodies were consulted in accordance with the regulations.</p>
<b>Responses received:</b>	20 responses were received.

### Littlemore Neighbourhood Plan: Area Application

<b>Consultation dates:</b>	N/A
<b>Summary of what we did:</b>	As the application was made by the Parish Council and followed the parish boundary exactly, the Regulations state that the City Council had to designate the neighbourhood area. There is no requirement or need to undertake consultation in this situation.
<b>Responses received:</b>	N/A

## COMMUNITY INFRASTRUCTURE LEVY MONITORING

- 6.13 The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. Oxford’s CIL Charging Schedule came into effect on the 21 October 2013. Planning applications determined on or after 21 October 2013 may therefore be subject to CIL.<sup>52</sup> CIL rates are updated each January to reflect indexation.
- 6.14 The Council will use CIL to secure Strategic Infrastructure (as shown on the Regulation 123 list of infrastructure) whilst the local infrastructure will be secured through Planning Obligations in line with the Policies of the Core Strategy and the Affordable Housing & Planning Obligations SPD.
- 6.15 Regulation 62 of the CIL Regulations (as amended) requires charging authorities to “*prepare a report for any financial year (“the reported year”) in which – a) it collects CIL or CIL is collected on its behalf; or b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.*” Table 28 sets out the CIL Monitoring information as required by regulation 62(4) for the period 1 April 2016 to 31 March 2017. Data for the 2013/14, 2014/15 and 2015/16 monitoring years is also included for comparative purposes.

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<sup>52</sup> The Community Infrastructure Levy Charging Schedule (October 2013) sets out which developments are liable for CIL and how CIL is calculated.

Annual Monitoring Report 2016/17

Regulation Reference	Description	2013/14 (£)	2014/15 (£)	2015/16 (£)	2016/17 (£)	Total (£)
(3)	Land payments made in respect of CIL, and CIL collected by way of a land payment which has not been spent at the end of the reported year:- (a) development consistent with a relevant purpose has not commenced on the acquired land; or (b) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent.	Nil	Nil	Nil	Nil	Nil
4(a)	Total CIL receipts	7,064	1,379,000	2,046,196	2,295,923	5,728,183
4(b)	Total CIL expenditure	Nil	Nil	350,000	990,540	1,340,540
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	N/A	N/A	1 Item <sup>53</sup>	2 Items <sup>54</sup>	N/A
4 (c) (ii)	Amount of CIL expenditure on each item	N/A	N/A	350,000	1.£730k 2.£260,540	1,340,540
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest with details of the infrastructure items which that money was used to provide (wholly or in part)	Nil	Nil	Nil	Nil	Nil
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation (5%)	353 (5%)	68,950 (5%)	103,510 (5%)	114,796	287,609 (5%)
4 (ca)	Amount of CIL passed to any local council (i.e. a parish council) under regulation 59A or 59B; and any person under regulation 59(4) (i.e. to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure)	Nil	14,895	18,941	13,230	47,066
4 (cb) (i)	Total CIL receipts under regulations 59E and 59F i.e. CIL recovered from parish councils because it hasn't been spent within five years, or the neighbourhood element of CIL in areas that do not have parish councils (15% in areas without an adopted Neighbourhood Plan)	1,060	193,015	484,603	723,881	N/A
4 (cb) (ii)	The items to which the CIL receipts to which regulations 59E and 59F applied have been applied	N/A	N/A	N/A	105,000	105,000
4 (cb) (iii)	Amount of expenditure on each item	N/A	N/A	N/A	2,500 <sup>55</sup>	105,000
4 (cc) (i)	Total value of CIL receipts requested from each local council under a notice served in accordance with regulation 59E	Nil	Nil	Nil	Nil	Nil
4 (cc) (ii)	Any funds not yet recovered from local councils at the end of the monitoring year following a notice served in accordance with Regulation 59E	Nil	Nil	Nil	Nil	Nil
4 (d) (i)	Total amount of CIL receipts retained at the end of the monitoring year, other than those to which regulation 59E or 59F applied (i.e. CIL recovered from parish councils, or the neighbourhood element of CIL in areas that do not have parish councils)	6,004	1,103,200	1,306,157	752,438	3,167,799
4 (d) (ii)	CIL receipts from previous years retained at the end of the monitoring year other than those to which regulation 59E or 59F applied	N/A	5,651	1,108,851	2,395,808	N/A
4 (d) (iii)	CIL receipts for the monitoring year to which regulation 59E or 59F applied retained at the end of the monitoring year	1,060	191,955	291,588	239,278	723,881
4 (d) (iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the monitoring year	Nil	1,060	193,015	484,603	N/A
4 (e) (i)	In relation to any infrastructure payments accepted, the items of infrastructure to which the infrastructure payments relate	N/A	N/A	N/A	N/A	N/A
4 (e) (ii)	In relation to any infrastructure payments accepted, the amount of CIL to which each item of infrastructure relates	N/A	N/A	N/A	N/A	N/A

**Table 28:** Community Infrastructure Levy Monitoring 2013/14-2016/17

<sup>53</sup> Oxford Spires Academy – provision of a new gym with community access.

<sup>54</sup> Item 1 - Oxford & Abingdon Flood Alleviation Scheme; Item 2 - Quarry Pavilion construction.

<sup>55</sup> £2,500 was passed to each ward councillor in non-parished wards.

**S106 AGREEMENT MONITORING**

6.16 In 2016/17, £578,687 of developer contributions held by the City Council was spent (Table 29).

Type of expenditure	Expenditure amount 2016/17
Park and Ride	£73,477
Leisure	£166,903
Environmental improvements	£3,307
Frideswide Square improvements	£335,000
<b>Total</b>	<b>£578,687</b>

**Table 29:** S106 expenditure 2016/17

6.17 As of 1 April 2017 the City Council held £2,005,458 of developer funding which is due for expenditure (subject to Council approval) as set out in Table 30.

Type of expenditure	Amount of s106 developer contributions due for expenditure	
	2017/18	2018/19 and beyond
Affordable housing	Nil	£1,263,120
Community facilities	£19,886	£100,000
Pedestrian infrastructure	Nil	£220,420
Leisure	£9,740	£121,058
Environmental improvements	£17,000	£207,658
Works of art	£7,892	£38,684
<b>Total amount due for expenditure</b>	<b>£54,518</b>	<b>£1,950,940</b>

**Table 30:** S106 money due for expenditure in 2017/18 and beyond<sup>56</sup>

<sup>56</sup> The figures for the years of expenditure are only approximate and may change due to slippage or early completion of schemes.



## Glossary

<b>Affordable housing</b>	Homes that are available at a rent or price that can be afforded by people who are in housing need. It includes social rented housing, intermediate affordable housing and shared ownership housing.
<b>Appeal</b>	If a planning application is refused, is not determined on time, or is permitted with conditions that the applicant does not agree with, then applicant has the right to appeal. The case will then be reviewed by the Planning Inspectorate.
<b>Area Action Plan (AAP)</b>	AAPs form part of the Local Plan. They guide development in key growth areas by establishing area specific objectives, policies and proposals.
<b>Article 4 Direction</b>	A direction which withdraws automatic planning permission granted by the General Permitted Development Order.
<b>Biodiversity</b>	Diversity of plant and animal life, usually measured by number of species.
<b>Community Infrastructure Levy (CIL)</b>	CIL is a standard charge on new development which is used to help fund infrastructure provision.
<b>Core Strategy</b>	One of the documents in Oxford's Local Plan. It sets out the long-term spatial vision for the city, with objectives and policies to deliver that vision.
<b>Duty to Cooperate</b>	A legal duty that requires local planning authorities to work with neighbouring authorities and key public bodies to maximise the effectiveness of Local Plan preparation in relation to strategic cross boundary matters.
<b>Dwelling</b>	A self-contained unit of residential accommodation (house, flat, maisonette, studio, etc) but not a house in multiple occupation (HMO), bedsit or communal home.
<b>Green Belt</b>	An area of undeveloped land, where the planning policy is to keep it open to (amongst other purposes) prevent urban sprawl and preserve the setting and special character of Oxford and its landscape setting.
<b>Greenfield land</b>	There is no formal definition of greenfield land since the revocation of the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 in 2007.
<b>Gross Internal Area (GIA)</b>	The area of a building measured to the internal face of the perimeter walls at each level.
<b>Heritage Asset</b>	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
<b>Houses in Multiple Occupation (HMOs)</b>	Shared houses occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
<b>Housing trajectory</b>	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
<b>Local Development Scheme (LDS)</b>	Outlines every Local Plan document that the City Council intends to produce over the next three years along with timetables for their preparation.
<b>Local Plan</b>	The plan for the future development of Oxford, produced by the City Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under

	the 2004 Act. The documents that make up Oxford's Local Plan are listed in Appendix A.
<b>National Planning Policy Framework</b>	The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied.
<b>Neighbourhood Plan</b>	Plans created by communities that establish a shared vision for their neighbourhood. Neighbourhood Plans can set out where new development should go, what it should look like and the infrastructure that should be provided.
<b>Natural Resources Impact Analysis (NRIA)</b>	A NRIA should evaluate the use of natural resources and the environmental impacts and benefits arising from a proposed development, both at the construction phase and through the subsequent day-to-day running of the buildings. Where an NRIA is required, it must demonstrate how the building is designed to minimise the use of natural resources over its lifetime.
<b>Planning Practice Guidance</b>	A web-based resource that brings together national planning practice guidance for England.
<b>Previously Developed Land (PDL)</b>	Land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure. This excludes land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.
<b>Sites of Local Importance for Nature Conservation (SLINC)</b>	A site containing important habitats, plants and animals in the context of Oxford.
<b>Sites of Special Scientific Interest (SSSI)</b>	Areas identified by English Nature as being of special interest for their ecological or geological features.
<b>Special Areas of Conservation (SACs)</b>	These consist of areas that are vitally important for nature conservation and have been identified as containing the best examples of habitats and species under the European Habitats Directive 1992.
<b>Supplementary Planning Documents (SPD)</b>	A type of planning policy document that supplements and elaborates on policies and proposals in the Local Plan. It does not form part of the Local Plan and is not subject to independent examination
<b>Sustainability Appraisal</b>	A social, economic and environmental appraisal of strategy, policies and proposals required for Local Plan documents and sometimes Supplementary Planning Documents.
<b>Tree Preservation Order</b>	A legal order made by the local planning authority, that prohibits the cutting down, uprooting, topping, lopping, willful damage or willful destruction of a tree or group of trees without the express permission of that authority.

## Appendix A: Oxford's planning policy documents

Document	Date of Adoption
<b>The Local Plan</b>	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy 2026	March 2011
Sites and Housing Plan 2011-2026	February 2013
Oxford Local Plan 2001-2016 (Saved Policies)	November 2006
Northern Gateway Area Action Plan	July 2015
Barton Area Action Plan	December 2012
West End Area Action Plan	June 2008
Policies Map	March 2013
<b>Supplementary Planning Documents (SPDs)</b>	
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Diamond Place SPD	July 2015
Jericho Canalside SPD	December 2013
Natural Resource Impact Analysis SPD	November 2006
Oxford Station SPD	TBC
Oxpens Master Plan SPD	November 2013
Parking Standards SPD	February 2007
Telecommunications SPD	September 2007
<b>Technical Advice Notes (TANs)</b>	
TAN 1A: Space Standards for Residential Development	May 2016
TAN 2: Energy Statement TAN	November 2013
TAN 3: Waste Storage TAN	November 2014
TAN 4: Community Pubs TAN	November 2014
TAN 5: External Wall Insulation	March 2016
TAN 6: Residential Basement Development	June 2016
<b>Other planning policy documents</b>	
Annual Monitoring Report	Produced annually
Community Infrastructure Levy Charging Schedule	October 2013
Local Development Scheme	January 2016
Statement of Community Involvement	July 2015

## Appendix B: How the AMR complies with statutory requirements

Statutory Requirement	How the AMR meets this requirement
<p><b>Section 35 of the Planning and Compulsory Purchase Act 2004 as amended by Section 113 of the Localism Act 2011</b> states that all local planning authorities in England must produce reports containing information on the implementation of the Local Development Scheme and the extent to which the policies in set out in the Local Development Plan are being achieved. These reports must be available to the public.</p>	<p>The AMR contains information on the implementation of the Local Development Scheme (see Local Development Scheme Monitoring). It also contains information on the implementation of policies in Oxford's Local Plan as set out in Appendix C. The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).</p>
<p><b>Section 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A local planning authority's monitoring report must contain the following information—</p> <p>(a) the title of the local plans or supplementary planning documents specified in the local planning authority's local development scheme;</p> <p>(b) in relation to each of those documents—</p> <p>(i) the timetable specified in the local planning authority's local development scheme for the document's preparation;</p> <p>(ii) the stage the document has reached in its preparation; and</p> <p>(iii) if the document's preparation is behind the timetable mentioned in paragraph (i) the reasons for this; and</p> <p>(c) where any local plan or supplementary planning document specified in the local planning authority's local development scheme has been adopted or approved within the period in respect of which the report is made, a statement of that fact and of the date of adoption or approval.</p> <p>(2) Where a local planning authority are not implementing a policy specified in a local plan, the local planning authority's monitoring report must—</p> <p>(a) identify that policy; and</p> <p>(b) include a statement of—</p> <p>(i) the reasons why the local planning authority are not implementing the policy; and</p> <p>(ii) the steps (if any) that the local planning authority intend to take to secure that the policy is implemented.</p> <p>(3) Where a policy specified in a local plan specifies an annual number, or a number relating to any other period of net additional dwellings or net additional affordable dwellings in any part of the local planning authority's area, the local planning authority's monitoring report must specify the relevant number for the part of the local planning authority's area concerned—</p> <p>(a) in the period in respect of which the report is made, and</p> <p>(b) since the policy was first published, adopted or approved.</p> <p>(4) Where a local planning authority have made a neighbourhood development order or a neighbourhood development plan, the local planning authority's monitoring</p>	<p>This information is included in the Local Development Scheme Monitoring section of the AMR.</p> <p>N/A - All policies are being applied.</p> <p>AMR Indicator 8: Housing trajectory AMR Indicator 9: Affordable housing completions (gross) and tenure</p> <p>To date, no neighbourhood development orders or neighbourhood development plans have been made.</p>

<p>report must contain details of these documents.</p> <p>(5) Where a local planning authority have prepared a report pursuant to regulation 62 of the Community Infrastructure Levy Regulations 2010(2), the local planning authority's monitoring report must contain the information specified in regulation 62(4) of those Regulations.</p> <p>(6) Where a local planning authority have co-operated with another local planning authority, county council, or a body or person prescribed under section 33A of the Act, the local planning authority's monitoring report must give details of what action they have taken during the period covered by the report.</p> <p>(7) A local planning authority must make any up-to-date information, which they have collected for monitoring purposes, available in accordance with regulation 35 as soon as possible after the information becomes available.</p> <p><b>Section 35 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A document is to be taken to be made available by a local planning authority when—</p> <p>(a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and .</p> <p>(b) published on the local planning authority's website,</p>	<p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p> <p>This information is included in the Duty to Cooperate Monitoring section of the AMR.</p> <p>The Annual Monitoring Report is published as soon as possible after the information becomes available.</p> <p>The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).</p>
<p><b>Section 62 of The Community Infrastructure Levy Regulations 2010 Section</b></p> <p>In any year that a charging authority collects CIL it must produce a report that includes:</p> <p>(a) the total CIL receipts for the reported year; .</p> <p>(b) the total CIL expenditure for the reported year; .</p> <p>(c)summary details of CIL expenditure during the reported year including— .</p> <p>(i)the items of infrastructure to which CIL (including land payments) has been applied, .</p> <p>(ii)the amount of CIL expenditure on each item, .</p> <p>(iii)the amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part), .</p> <p>(iv)the amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation; and .</p> <p>(d)the total amount of CIL receipts retained at the end of the reported year.</p> <p>The charging authority must publish the report on its website no later than 31st December following the end of the reported year.</p>	<p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p> <p>The Annual Monitoring Report has been published on the City Council website prior to the 31<sup>st</sup> December 2016.</p>

## Appendix C: How we monitor the implementation of policies in Oxford's Local Plan

Policy	How we monitor this...
<b>Core Strategy 2026</b>	
CS1 Hierarchy of Centres	Indicator 4: Location of new A1 retail development
CS2 Previously developed land and greenfield land	Indicator 14: Residential development completed on previously developed land
CS3 Regeneration areas	Indicator 21: Regeneration areas
CS4 Green Belt	Indicator 27: Development in the Green Belt
CS5 West End	Indicator 22: West End Area Action Plan
CS6 Northern Gateway	Indicator 24: Northern Gateway Area Action Plan
CS7 Land at Barton	Indicator 23: Barton Area Action Plan
CS8 Land at Summertown	N/A - This site did not become available during the 2015/16 monitoring year.
CS9 Energy and natural resources	Indicator 26: Natural Resources Impact Analysis (NIRA)
CS10 Waste and recycling	See Appendix D (Core Strategy Sustainability Appraisal Monitoring)
CS11 Flooding	N/A - Monitoring target no longer relevant.
CS12 Biodiversity	Indicator 25: Changes in areas of biodiversity importance
CS13 Supporting access to new development	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan Indicator 24: Northern Gateway Area Action Plan
CS14 Supporting city-wide movement	Indicator 33: Traffic growth at inner and outer cordons
CS15 Primary healthcare	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
CS16 Access to education	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
CS17 Infrastructure and developer contribution	N/A - The Core Strategy does not set a specific monitoring target.
CS18 Urban design, townscape character and the historic environment	Indicator 22: West End Area Action Plan Indicator 28: Heritage assets at risk Indicator 29: Applications involving the total, substantial or partial demolition of a listed building Indicator 30: Appeals allowed where conservation policies were cited as a reason for refusal Indicator 31: Tree Preservation Orders (TPOs)
CS19 Community safety	N/A – Monitoring target no longer relevant.
CS20 Cultural and community development	Indicator 22: West End Area Action Plan
CS21 Green spaces, leisure and sport	A Clean and Green Oxford
CS22 Level of housing growth	Indicator 7: Housing trajectory
CS23 Mix of housing	Indicator 15: Mix of housing (dwelling size)
CS24 Affordable housing	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a

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	policy requirement (permissions)
CS25 Student accommodation	Indicator 17: Students and purpose-built student accommodation
CS26 Accommodation for travelling communities	N/A - The Core Strategy does not set a specific monitoring target.
CS27 Sustainable economy	Indicator 1: Employment land supply Indicator 2: Planning permissions granted for new B1 floorspace
CS28 Employment sites	Indicator 1: Employment land supply
CS29 The universities	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS30 Hospitals and medical research	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS31 Retail	Indicator 4: Location of new A1 retail development
CS32 Sustainable tourism	Indicator 6: Supply of short stay accommodation

**Sites and Housing Plan 2011-2026**

HP1 Changes to existing homes	Indicator 13: Changes of use from existing homes (permissions)
HP2 Accessible and adaptable homes	N/A - Monitoring target no longer relevant.
HP3 Affordable homes from general housing	Indicator 10: Proportion of affordable housing where there is a policy requirement (permissions)
HP4 Affordable homes from small housing sites	Indicator 11: Financial contributions towards affordable housing
HP5 Location of student accommodation	Indicator 18: Location of new student accommodation
HP6 Affordable homes from student accommodation	Indicator 11: Financial contributions towards affordable housing
HP7 HMOs	Indicator 19: Houses in multiple occupation (HMOs)
HP8 Residential moorings	Indicator 20: Residential moorings
HP9 Design, character and context	See CS18 monitoring
HP10 Developing on residential gardens	N/A – The Sites and Housing Plan does not set a specific monitoring target
HP11 Low carbon homes	Indicator 26: Natural Resources Impact Analysis (NIRA)
HP12 Indoor space	N/A - Monitoring target no longer relevant as the Nation Spaces Standards are now being applied.
HP13 Outdoor space	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP14 Privacy and daylight	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP15 Residential cycle parking	Previous AMRs show that these policies are being consistently implemented. Monitoring will now be undertaken periodically.
HP16 Residential car parking	

**Area Action Plans**

Northern Gateway Area Action Plan	Indicator 24: Northern Gateway Area Action Plan
Barton Area Action Plan	Indicator 23: Barton Area Action Plan
West End Area Action Plan	Indicator 22: West End Area Action Plan

## Appendix D: Core Strategy Sustainability Appraisal monitoring

Sustainability Appraisal Indicator	Sustainability Appraisal Target	Monitoring Information 2014/15
<b>Population</b>		
Total no. residents	N/A	Strong and Active Communities
No. students	N/A	Indicator 17: Students and purpose-built student accommodation
<b>Flooding</b>		
Permissions contrary to Environment Agency advice	0% approved contrary to formal objection	N/A - Monitoring target no longer relevant.
% developments accompanied by flood risk assessments	100% of developments of 1ha in flood zone 1 100% of developments in flood zone 2 or above	This is a national validation requirement. Planning applications are not validated if they do not meet these requirements.
<b>Housing</b>		
Total no. of net additional dwellings in Oxford	Relative to 2006/07: 5,692 by 31 March 2016 8,000 by 31 March 2026	Indicator 7: Housing trajectory
No. students living outside university accommodation	All increase in student numbers to be met by increase in purpose-built student accommodation	Indicator 17: Students and purpose-built student accommodation
Mix of housing completed by house size	95% of schemes to comply with Balance of Dwellings SPD	Indicator 15: Mix of housing (Dwelling Size)
Improve standard of housing	100% of homes in regeneration areas exceed Decent Homes Standard by 2010	All 7,900 council homes met the Decent Homes Standard by December 2010.
% of new-build housing on qualifying sites achieving Building for Life criteria (CS18)	95% to achieve level 14 or above	See CS18 monitoring
<b>Urban renaissance / health / education / crime / vibrant communities / access to essential services and facilities / access to culture, leisure and recreation</b>		
Publicly accessible open space, outdoor sports and recreation facilities	5.75 hectares of public open space per 1,000 residents	The Council's Green Spaces Strategy was updated in 2012. It was found that a standard linked to population was no longer appropriate. The Green Space Strategy 2013-2027 instead focuses on protecting and enhancing existing green space and ensuring that new developments contribute to the provision of high-quality, multi-functional green space where it is required most.
Quality of existing green spaces	Renew and increase Green Flag status for Oxford's parks	A Clean and Green Oxford
Access to community facilities	100% of developments that result in the loss of a community facility to make equivalent alternative provision or improvements to existing provision (unless the existing use is and will	In 2016 permission was granted to 2 developments that result in the loss a public house (16/03108/RES and 16/00129/FUL). Both applications met the policy requirements to demonstrate that marketing had been carried out and the pub was no longer viable, and that other facilities existed



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	continue to be redundant)	within a reasonable distance. In the case of 16/03108/RES, the Jack Russell Pub had not been used as a pub for more than 2 years, and in that time had been subject to an arson attack; 50% of the 16 proposed flats replacing the pub will be affordable.
Index of health deprivation for Oxford's 'super output areas'	Improve ranking, particularly of Carfax	Strong and Active Communities
Density of residential development	City and district centres to deliver higher density residential development than within the wider district area	This is difficult to monitor on an annual basis as we receive very few major residential applications (10+ dwellings) where a density calculation would be appropriate. It is instead more useful to monitor longer term trends.
Provision and improvement of local primary healthcare facilities	As per CS15 monitoring	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
Provision and improvement of local educational facilities	As per CS16 monitoring	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
Provision of other social infrastructure	Multi-agency delivery means there is no one target.	No specific monitoring target.
% of new developments that comply with 'Secured by Design'	100% (i.e. 0% of planning permissions approved contrary to Thames Valley Police Objection)	N/A – Monitoring target no longer relevant.
<b>Poverty / regeneration areas</b>		
% affordable housing completions	50% on qualifying sites 150 per year 2008-10 200 per year 2010-12	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a policy requirement
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas in Oxford in the 20% most deprived in England	Indicator 21: Regeneration areas
No. households living in temporary accommodation	698 in 2008/09 577 in 2009/10 536 in 2010/11	Meeting Housing Needs
Timely progress of a regeneration plan for each of the regeneration areas in conjunction with other departments	Timetable to be agreed corporately	Indicator 21: Regeneration areas
NOx levels in Oxford, particularly at Binsey and at Oxford Meadows SAC near the A34	Progressive decrease in NOx, NO and ozone levels	See the <a href="#">Oxford City Council Air Quality Annual Status Report 2016</a> for most recent data.
Inner and outer cordon traffic counts	Inner cordon: no growth Outer cordon: no more than 0.2% average annual growth	Indicator 33: Traffic growth at inner and outer cordons
% people travelling to work by private motor vehicle	No increase in current level of 43.3%	A Cleaner and Green Oxford
<b>Biodiversity</b>		
Condition of Port Meadow SSSI; integrity of Oxford	N/A	The most recent <a href="#">Natural England Assessment (06/07/10)</a> rated the condition of the Port

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Meadows SAC		Meadow SSSI with Wolvercote Common as follows: Unit 001 – Favourable Unit 002 – Favourable Unit 003 – Unfavourable recovering Unit 004 – Favourable
Change in populations of biodiversity importance	No net reduction in BAP priority habitats and species, i.e. 96 priority species, 326.7 hectares priority habitat	Data maintained by <a href="#">Thames Valley Environmental Records Centre</a> .
Change in areas of biodiversity importance	No net reduction in: SAC (177.1ha); SSSI (278.2ha) CONS (63.5ha); SLINC (202.5ha); LNR (11.5ha, 3 sites); and RIGS (2ha).	Indicator 25: Changes in areas of biodiversity importance
<b>Countryside and historic environment</b>		
No. heritage assets at risk	No net increase from: Nil registered parks and gardens; Nil conservation areas; 1 listed buildings; and 2 Scheduled monuments.	Indicator 28: Heritage assets at risk
No. developments involving demolition or substantial demolition of a listed building, or of a building or structure that contributes to the character / appearance of a Conservation Area (when contrary to officer's/English Heritage recommendation)	Nil	Indicator 29: Applications involving the total, substantial or partial demolition of a listed building
Development of a Heritage Plan for Oxford City	Completion by 2015	The Oxford Heritage Plan Framework was endorsed by the City Executive Board on <a href="#">2 April 2015</a> .
Length of footpaths, bridleways and permissive rights of way per person	No decrease	Data maintained by <a href="#">Oxfordshire County Council</a> .
Inappropriate development in the Green Belt	None unless specifically allocated by the LDF	Indicator 27: Development in the Green Belt
% of new dwelling completions on previously developed land	2009/14: 90+% 2014/26: 75+%	Indicator 14: Residential development completed on previously developed land
Employment developments on previously developed land	No development on greenfield unless specifically allocated	Indicator 1: Employment development completed (by land type)
Water use per person per day	130 litres (from 164 litres in 2004)	129 litres (see <a href="#">Oxford Sustainability Index Report 2016</a> )
Developments complying with NRIA requirements	100% compliance	Indicator 26: Natural Resources Impact Analysis (NRIA)
Average % energy produced by on-site renewables in new developments	20% on-site renewable energy from qualifying sites throughout the plan period	Indicator 26: Natural Resources Impact Analysis (NIRA)
Residual waste per household	2008/09 – 725kg 2009/10 – 723 kg	Average residual waste per household sent to the energy recovery facility in 2016/17

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	2010/11 – 715 kg	was 382.68 kg per household, well below the Corporate Plan 2015-19 target for 2016/17 of 423.0kg per household. This represents a 6.5% decrease in comparison to the 2015/16 monitoring year.			
Rate of total household waste recycling and composting in Oxfordshire	40%+ by 31 March 2010 45%+ by 31 March 2015 55%+ by 31 March 2020	The percentage of household waste sent for reuse, recycling, composting or anaerobic digestion in 2016/17 was 49.60%. This represents an increase of 5.75% in comparison to the 2015/16 monitoring year.			
<b>Water and soil quality</b>					
Quality of Oxford's rivers	Achievement of 'good' status as part of the Environment Agency's River Basement Management Plan (RBMP) by 2027 at the latest	Water body:	2016	2015	2014
		Bayswater Brook:	Poor	Poor	Poor
		Cherwell (Ray to Thames) and Woodeaton Brook:	Poor	Mode rate	Mode rate
		Northfield Brook (Source to Thames) at Sandford:	Poor	Bad	Bad
		Thames (Evenlode to Thames):	Mode rate	Mode rate	Mode rate
		Oxford Canal (Thrupp to Thames):	Mode rate	Mode rate	Good
Incorporation of Sustainable Urban Drainage System in all relevant new developments	N/A	No specific monitoring target.			
<b>Skilled workforce / high employment / economic growth / economic innovation</b>					
Total no. new Use Class B jobs created in Oxford	7,500+ by 2026	The Core Strategy baseline for total jobs in Oxford was 101,900. Latest <a href="#">Nomis</a> figures show that total jobs stood at 133,000 in 2015. It is not possible to say exactly how many of the new jobs created fall within Class B, but this growth is extremely positive.			
% economically active	Increasing	2016/17 – 82.5% economically active 2015/16 – 84.7% economically active 2014/15 - 80.0% economically active 2013/14 - 78.1% economically active 2010/11 (baseline) - 77.6% (Data source: Nomis)			
New retail, office and leisure development in the city centre and district centres	As per targets set in the Core Strategy monitoring framework	Indicator 4: Location of new A1 retail development			
Average length of visitor stays	Increasing *As of 2016, ONS has changed the way data is provided. Previously, visitor data was presented by county visited; it is now presented by city visited. It is therefore difficult to monitor trends across 2015 to 2016 onwards.	Oxford: 2016 – average stay 6 nights. Oxfordshire: 2016 – average stay 6.35 nights (8.29% decrease on the previous year)  Specific data on length of visitor stays is only available for overseas visitors at the Oxfordshire level. Visits to Oxford account for around 77% of these 2016/17: 7.83% of visitors stay for 1-3 nights			

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		<p>21.84% of visitors stay for 4-7 nights                  17.68% of visitors stay for 8-14 nights                  52.65% of visitors stay for 15+ nights</p> <p>2015/16:                  28.75% of visitors stay for 1-3 nights                  30.67% of visitors stay for 4-7 nights                  23.21% of visitors stay for 8-14 nights                  17.37% of visitors stay for 15+ nights                  Data source: Office for National Statistics                  International Passenger Survey (2016)</p>
Average visitor spend	<p>Increasing                  *ONS has only provided this data since 2016.</p>	<p>Oxford: £516 per visit                  Oxfordshire: £483 per visit (15.45% decrease on the previous year)</p> <p>Data source: Office for National Statistics                  International Passenger Survey (2016)</p>
Supply of short-stay accommodation	<p>Net increase</p>	<p>Indicator 6: Supply of short stay accommodation</p>

## Appendix 2 – Risk Assessment

Risk ID	Risk					Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts)
	Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause		Consequence	Date raised	1 to 5	I	P	I			
CEB-001-PRS	Reputational risk	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	1 Sept 2017	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning, Sustainable development and Regulatory Services	

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**To:** City Executive Board  
**Date:** 16 October 2017  
**Report of:** Executive Director Organisational Development & Corporate Services  
**Title of Report:** Review of Discretionary Housing Payment Policy

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek approval to maintain the current Discretionary Housing Payment policy and to note the trends in expenditure detailed in the report.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Susan Brown, Board Member for Customer and Corporate Services
<b>Corporate Priority:</b>	A Vibrant, Sustainable Economy, Strong and Active Communities
<b>Policy Framework:</b>	Corporate Plan; Financial Inclusion Strategy.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1. <b>Approve the maintenance of the existing Discretionary Housing Payment policy.</b>	

<b>Appendices</b>	
Appendix 1	Discretionary Housing Payment Policy
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment

**Introduction and background**

1. On 12 June 2013 the City Executive Board (CEB) approved a new Discretionary Housing Payment (DHP) Policy. The policy made significant changes to the way the Council administered DHPs. The most significant change was that awards would be subject to an agreed action plan to improve the applicant's financial sustainability. Against a backdrop of significant welfare reform and consequent reductions in benefit entitlement, this approach was introduced to ensure that people being supported with DHPs were taking steps to find more sustainable solutions to their situation. Since 2013 the policy has been reviewed annually to help manage expenditure in line with changes to the DHP grant provided by the Government.
2. Government funding for DHPs has fluctuated in recent years. National funding was increased for 2013/14 and 2014/15 as a result of the introduction of the Benefit Cap and the Bedroom Tax. In 2015/16 funding reduced significantly, which saw Oxford's grant reduce from £514,496 to £288,092. Funding has increased for 2016/17 and 2017/18 in response to the further lowering of the Benefit Cap from £26,000 to £20,000 in November 2016. Oxford's grant for 2016/17 was £376,792 and for 2017/18 is £509,495.
3. The Welfare Reform Team have reviewed the existing policy in light of the wider rollout of Universal Credit (UC) from October 2017, and in light of amendments made to the policy in prior years to take account of customers receiving their housing costs through UC, it has been determined that no additional changes are currently required. UC is however, continually evolving and the policy will be kept under review as it develops to ensure it continues to cater adequately for customers. It is therefore recommended that the existing policy is maintained as set out in Appendix 1.
4. One of the challenges of UC is that customers migrating to it will not receive a payment for a minimum period of six weeks. **Members should note that DHP cannot be paid in this period.** This is because DHP can only be paid where the customer is in receipt of either Housing Benefit, or the Housing Cost Element of UC.

## Expenditure

5. The table below summarises DHP expenditure since 2013.

**Table 1 – Annual Expenditure since 2013/15**

Year	Expenditure	Percentage of Grant
2013/14	£431,244	82%
2014/15	£476,147	92%
2015/16	£270,505	94%



2016/17	£379,009	101%
2017/18	£247,190	49%*

\*expenditure at the end of August

6. In 2016/17, 721 applications for DHP were made by 530 separate customers, of which 521 (72%) were successful. In 2017/18 to date, 388 applications have been made from 310 customers, of which 313 (81%) have been successful.
7. Of the awards made in 2016/17, 38 were to customers who had been in receipt of DHP for more than a year. Of these customers 17 have been in receipt of DHP for more than two years. This is a significant reduction on the equivalent figures for 2015/16 when 149 awards were made to customers who had been in receipt of DHP for over a year. This reflects the positive outcomes that customers have been able to achieve whilst engaged with the Welfare Reform Team. Those in receipt of DHP for longer periods of time tend to be customers with more complex needs, or those with no practical options to change their circumstances.
8. 194 applications were turned down in 2016/17 and 75 so far in 2017/18. The most common reason for turning down applications over the two years is that applications do not meet the DHP policy criteria, (43 cases), i.e. the customer's circumstances fall under section 2.3 of the DHP policy, which are instances where we do not usually intend to pay DHP, unless there are circumstances where paying the DHP would strongly support the policy objectives. Whenever a DHP application is turned down, the customer is still offered the support of the Welfare Reform Team.

**Table 2 Reasons for refusing DHPs from 2016-18**

Reason for refusal	Totals 2016/17	Totals 2017/18
No long term plan to reduce reliance on DHP	35	4
Doesn't meet DHP policy criteria	33	10
DHP would not sustain tenancy	25	11
Customer's income is sufficient to pay shortfall	20	9
Means tested shortfall only	17	7
No rent shortfall (new one)	15	6
Failed to supply requested information	14	6
No HB entitlement (new one)	12	6
No longer affected by welfare reform	5	4
Didn't meet conditions of previous award	4	1

Rent determined to be too expensive	4	6
Ineligible rent costs	4	2
In receipt of a top-up from the Home Choice scheme	3	3
Unwilling to accept conditions of award	3	1

9. Table 3 compares the details of DHP awards and expenditure by benefit category for all years since 2013/14, when the Benefit Cap and Bedroom Tax were introduced. Please note that the category of “Other” relates to circumstances where an applicant is not entitled to full Housing Benefit. This will usually be as a result of having greater income than the minimum level which attracts full Housing Benefit or, due to deductions made in respect of non-dependant adults living at the property.

**Table 3 – Breakdown of DHP Expenditure by Welfare Reform since 2013/14**

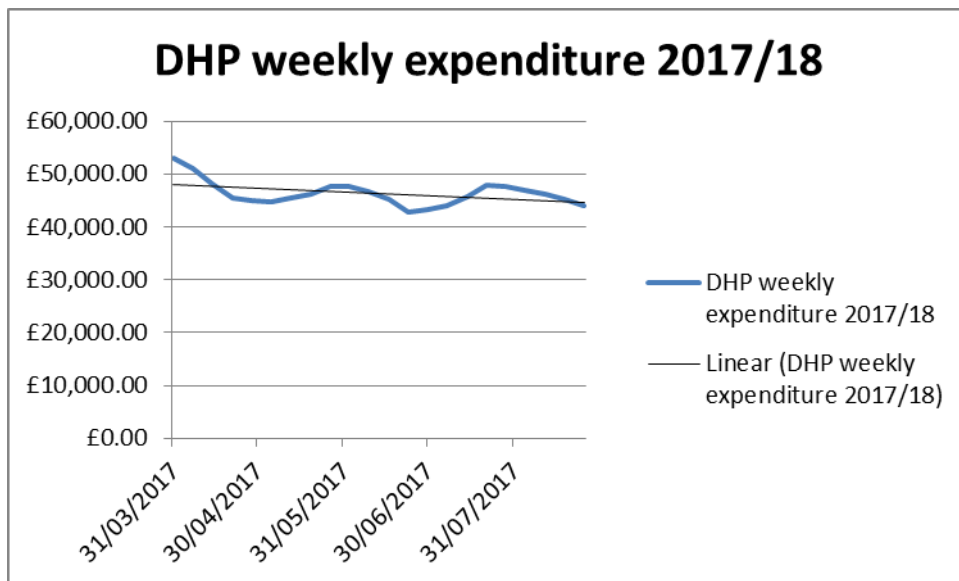
<b>Reason For Claim</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18 (to August 2017)</b>
Benefit Cap	£213,065	£224,293	£128,180	£237,161	£199,482
Bedroom Tax	£124,386	£95,135	£40,860	£38,136	£13,074
Local Housing Allowance	£93,005	£121,441	£83,006	£92,370	£29,388
Combination of Above	£1,681	£5,410	£1,219	£636	£321
Other	£12,550	£29,870	£17,240	£10,812	£2,682

NB: The figures quoted in paragraph 4 above, are taken from the Benefits system, and are different from those in the above table. This is because the benefits system takes account of awards for claims which end prematurely, or where there are minor adjustments to the amount of benefit claimed, but cannot easily record the reason for the claim. Hence the reason for claims is recorded manually in a spread sheet together with the original award amount (the figure shown table 3).

10. Table 3 shows that the main driver of expenditure is the Benefit Cap. Since the Benefit Cap was introduced in 2013, it has affected 554 households in Oxford. However 303 of these cases have only been impacted since the Benefit Cap was reduced from £26,000 to £20,000 last November.
11. Customers are supported to find exemptions from the Benefit Cap, and paid DHPs in the interim to safeguard their tenancy. However the total number of

customers affected by the Benefit Cap remains high, as changes in circumstances mean that new customers become subject to the cap on a weekly basis. This is mainly driven by the birth of an additional child which increases entitlement to tax credits and child benefit, pushing households over the £20,000 annual benefit cap threshold. There have been 54 new cases since 1 April 2017. This means that DHP expenditure on the Benefit Cap is likely to remain high for the rest of the year.

12. In previous years Housing Services have made additional funding available as a contingency in case expenditure exceeds the government grant. 2016/17 was the only year that this funding was required and only £2,217 was needed. Due to other funding pressures within Housing Services, this contingency was not provided for the current year. Expenditure is forecast to be around £500,000 this year as the weekly expenditure is gradually reducing (as shown in the graph below). However, due to the high level of expenditure the Council is making a request to DCLG to allow £25,000 to be transferred from the HRA to the General Fund to be used to top up the DHP grant. This provides a 5% contingency in the event of a change in the current trend. There is capacity within the HRA budget for this provision.



13. DHP awards require action plans to be agreed so that customers are supported to manage their shortfalls themselves. The top five actions for the last two years are shown in the table below. An action plan would not be agreed for awards made for a short fixed period, such as supporting someone as they move into employment. There have only been 65 awards made without conditions in the last two years.

**Table 4 - Top 5 conditions for DHP awards from 2016-18**

Agreed action	Totals 2016/17	Totals 2017/18

Look for work	191	126
Apply for another benefit	94	82
Obtain debt advice	76	46
Prepare for work	62	50
Engage with a specialist support service	61	55

## Monitoring

14. The consistency of decision making will continue to be monitored by undertaking a 10% check of all applications, whether successful or unsuccessful. DHP expenditure is also reported on a monthly basis and includes details of the amount of expenditure being made in respect of different Welfare Reform measures, and the number of cases receiving multiple awards throughout the year. Both actual and forecast DHP expenditure will be reported so that pressures can be identified as early as possible.

## Financial implications

15. Oxford's DHP grant for 2017/18 is £509,495 which means a maximum of £1,273,738 can be spent next year. Regulations permit local authorities to spend two and a half times their grant on DHPs. Any expenditure over and above the grant, up to the ceiling, is a direct cost to the Council. A request has been made to the DCLG to transfer £25,000 from the HRA to the General Fund to provide some contingency in the event of expenditure exceeding the government contribution. There is capacity within the HRA budget for this provision.

16. By making effective use of the Discretionary Housing Payment budget, and targeting awards effectively, the Council will save the costs of placing people in temporary accommodation or dealing with people who are homeless. Typically the cost of placing someone in temporary accommodation can be 18 times that of sustaining a tenancy using DHPs.

17. The government has confirmed the national DHP budget until 2019/20. However after 2020, with Universal Credit largely rolled out and the ending of the Revenue Support Grant to local authorities, it is possible that government funding for DHP's will also cease. As such it is important that DHP's continue to be used to help applicants become financially sustainable and reduce the long term reliance on this financial support.

## Legal issues

18. The recommendations of this report are within the scope of the Child Support, Pensions and Social Security Act 2000 and The Discretionary Financial Assistance Regulations 2001 (SI2001/1167), and subsequent amendments. Whilst the regulations give a very broad discretion the Council has a duty to act

fairly, reasonably and consistently. Each case must be decided on its own merits, and decision making should be consistent throughout the year.

**Level of risk**

19. An evaluation of the risks associated with the DHP policy has been carried out. A detailed Risk Register is attached at Appendix 2.

**Equalities impact**

20. An initial impact assessment has been carried out and is attached at Appendix 3. No undue, adverse impacts have been identified. However as the DHP budget is finite, and needs to be allocated within set guidelines, monitoring will be carried out to ensure there are no unintended consequences of the policy to any specific group of customers.

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<b>Background Papers:</b> None
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## Oxford City Council's Discretionary Housing Payment Policy

### 1. Aims

- 1.1. The overarching objective of this policy is to distribute funding granted under the Discretionary Housing Payment scheme (DHP) in order to prevent homelessness. This will be achieved by providing short term relief to applicants in order to give them time to find more sustainable solutions to their financial arrangements. The policy is also intended to support people who have little scope to change their personal circumstances. Funding provided by this policy is only intended to be used to cover housing costs.
- 1.2. Demand for support through awards of DHP has increased since 2013/14 as a result of the introduction of the Bedroom Tax, the Benefit Cap, and the reduction and subsequent freezing of Local Housing Allowance rates. In addition to the overarching objective of the policy outlined in 1.1, the policy also aims to:
  - alleviate child poverty and keep families together
  - support vulnerable young people in the transition to adult life, including young people leaving care; and
  - support the vulnerable in the local community
  - support the transition into work, particularly for people at risk of homelessness and those moving on from hostel accommodation

### 2. Determination of Applications

- 2.1. Applications for DHP awards must be made on the form shown at Appendix 1. The Welfare Reform Team will consider all applications for DHP on their individual merit.
- 2.2. DHPs can not be awarded in the following circumstances:
  - To top up an award made under the Council Tax Reduction Scheme<sup>1</sup>.
  - To contribute to the cost of ineligible service charges
  - To assist in paying for rent increases imposed as a result of incurring rent arrears
  - To assist in paying for rent costs arising from the suspension of a Housing Benefit or Universal Credit claim
  - To assist in paying for rent costs which arise from the imposition of sanctions or reductions in Housing Benefit or the Housing Cost Element of Universal Credit. These include any reduction made as a result of not complying with work related conditionality, or in arranging maintenance as directed by the Child Support Agency, or breaching a community service order.
- 2.3. It is not intended to award DHP in the following circumstances, unless to do so would strongly support the policy objectives outlined above:
  - Assistance with moving costs, rent in advance, and deposits (unless moving to more affordable accommodation)
  - Shortfalls caused by a non-dependent deduction
  - Where Capital in excess of £6,000 is held for people of working age, or £10,000 for those of pensionable age
  - Where the tenancy was not affordable when it was taken on.

<sup>1</sup> Section 13A of the Local Government Finance Act 1992 provides for Local Authorities to make reductions in the amount of Council Tax owed by an individual.

- Where an applicant has multiple outstanding debts, and has no plans to seek professional debt advice, or to deal with the debt
- Where there is affordable and suitable available alternative accommodation.
- Where applicants are not prepared to take steps to reduce or remove their need for DHP, and/or state the period of time they require the DHP.
- Where multiple family units or households are living in one property, and another household could be expected to make additional contributions to the rent
- Where fraud has been admitted or proven in relation to claims for Housing Benefit, Universal Credit, Council Tax Benefit, Council Tax Reduction Scheme or Discretionary Housing Payments.

2.4 In deciding whether to award a DHP, consideration will be given to:

- how the award will meet the policy objectives, with priority being given to:
  - applicants who have limited scope to change their circumstances (e.g. a disabled applicant affected by the Bedroom Tax who has had adaptations made to their property)
- the shortfall between Housing Benefit and the rental liability (unless Universal Credit is in payment, in which case the award can be any amount up to the amount of the housing cost component);
- any steps taken by the applicant to reduce their rental liability;
- any steps taken by the applicant to find work, or increase their hours of work
- the financial and medical circumstances (including ill health and disabilities) of the applicant, their partner and any dependants and any other occupants of the applicant's home;
- the income and expenditure of the applicant, their partner and any dependants or other occupants of the applicant's home. (All applicants will be required to complete an Income & Expenditure Form.) Where it is felt that expenditure is inappropriate or incompatible with award of a DHP, the applicant will be referred for debt advice or financial capability support.
- any savings or capital that might be held by the applicant or their family;
- the level of indebtedness of the applicant and their family;
- the exceptional nature of the applicant and his / her family's circumstances;
- whether total DHP expenditure is within the legally permitted level of two and a half times the government's contribution the possible impact on the Council of not making such an award, e.g. the pressure on priority homeless accommodation;
- any other special circumstances brought to the attention of the Welfare Reform Team.

### **3 Amount and condition of awards**

3.1 The Welfare Reform Team will decide how much to award based on all the circumstances. However, the main determining factor will be a consideration of the applicant's scope for reducing their reliance on DHPs in the future. Where this is possible, awards will usually be made for a maximum of three months. If an applicant has limited options for making changes in their circumstances awards will be made for longer periods, of up to 12 months. An award of a DHP does not guarantee a further award at a later date even if the applicant's circumstances have not changed.

3.2 . The start date of the award will normally be:

- the Monday after the Welfare Reform Team receives the written claim for a DHP; or
- the date on which entitlement to Housing Benefit or Universal Credit starts; or
- another date, where this fulfils the objectives of this policy better than the dates above.

3.3 An award of DHP will have conditionality attached to it in the majority of circumstances. Any conditionality will be linked to increasing the applicant's income, reducing their rental liability or



reducing other outgoings. Conditions will be agreed with the applicant, and support will be available to help them achieve them, either from the Council or from partner organisation(s). Examples of types of conditionality could include:

- Attending work related coaching with one of the Council's partners
- Actively looking for work, with or without the support of the Council, or one of our partners
- Registering for housing and bidding for suitable properties in each cycle
- Seeking assistance to manage debts
- Paying rent arrears
- Engaging with specialist support services

The intention of any conditionality is to assist the customer in improving their circumstances; it is not a punitive measure. However an award of DHP can be cancelled if a customer has not undertaken the agreed activity. Where employment is a reasonable outcome for someone, a condition related to moving into work will always be applied.

3.4 The maximum amount of DHP which can be awarded to Housing Benefit recipients is the difference between the weekly Housing Benefit award and the weekly eligible rent. For Universal Credit recipients the maximum DHP award is the monthly housing cost component of the UC award.

3.5 Where an application for DHP is made by a recipient of Universal Credit, the DHP award will be calculated in one of two ways. If an Alternative Payment Arrangement (APA) is in place to the applicant's landlord, the award will be the shortfall between the payment to the landlord and the applicant's rent. This amount will be converted from a monthly to a weekly amount. Where an APA is not in place, the shortfall will be determined with reference to the applicant's circumstances. In both cases this determination is subject to paragraphs 2.2 and 3.4 above.

3.6 When making a repeat application for an award, the customer must have met the conditions applied to their previous award, be able to set out what actions they have undertaken as a result of that support, and explain their next steps in order to reduce their reliance on DHP awards. Such applications will require an interview with a Council officer before an award can be made.

3.7 When an application for a DHP is declined, the applicant will still be offered support in resolving their situation, either directly from the Welfare Reform Team, from another Council department, or through a referral to one of the Council's partner organisations.

#### **4 Administration of Payments**

4.1 Where the applicant appears to be entitled to another state benefit that they are not receiving, they will be advised to make a claim, and provided with details of other agencies in the city who may be able to help with such a claim. Any DHP will be reviewed in light of the result of this claim.

4.2 The Welfare Reform Team may need to revise an award of a DHP where the applicant's circumstances have materially changed. Any revision to the award will take effect from the same day as any change to the Housing Benefit award. If a revision of an award leads to an overpayment then steps will be taken to recover this money if it is reasonable in the circumstances to do so.

4.3 A DHP will normally be made payable to the person receiving the Housing Benefit payment or Housing Cost Element of Universal Credit (HCE). Where Housing Benefit or HCE is paid to the landlord, and a DHP award is made for more than three months, the Welfare Reform team will review the claim to ensure that payment should continue to be made to the landlord.

4.4 DHP will be paid by the most appropriate means available. This will normally be by BACS transfer. The payment frequency will normally be made in line with payments of Housing Benefit.

4.5 Decisions regarding DHPs will be notified to the applicant within 10 working days of receiving the last piece of information required to determine the application, and will include:

- Reasons for the decision

- The start and end date of the award
- The amount of the award
- Conditions attached to the award
- The applicant's right of review
- Advice that future awards may not be made

4.6 A Senior Officer will review any DHP decision that is disputed by the applicant. If the decision is still upheld, any further dispute must be dealt with through the Council's complaints procedures and ultimately by judicial review.

4.7 Where a customer has a complaint in the way we have applied our policy, they may ask the Local Government Ombudsman to look at their case, after exhausting the Council's own complaints procedure.

## **5 Fraud**

5.1 Oxford City Council is committed to the fight against fraud in all its forms. An applicant who tries to fraudulently claim a DHP by falsely declaring their circumstances, or providing a false statement or evidence in support of their application, may have committed an offence under section 2 of the Fraud Act 2006. Where the Welfare Reform Team suspects such a fraud may have occurred, the matter will be investigated and this may lead to the instigation of criminal proceedings.

## **6 Monitoring**

6.1 Reports will be extracted from the DHP software on a monthly basis to ensure that expenditure is within budget and is correctly profiled to ensure no overspend at the end of the financial year. Overpayments will be reconciled on a monthly basis. A 10% check will be made of all DHP applications, whether successful or not, to ensure that decision making is consistent.

6.2 The reasons for making a DHP award will be monitored and reported based on the following list:

- Benefit Cap
- LHA Reductions
- Bedroom Tax
- Combination of reforms
- Other

This will be reported back to DWP in accordance with their requirements.

## **7 Communication of Policy**

7.1 The Welfare Reform Team will publicise the scheme and will work with all interested parties to achieve this. A copy of this policy statement will be made available for inspection and will be posted on Oxford City Council's website.

## **8 Review**

8.1 This policy is effective from 14 April 2016. It will be reviewed no later than 1 April 2018.

Appendix 1:

DHP Application form

# Application for Discretionary Housing Payment (DHP)

## Section 1: About you

To help us to process your claim quicker, please give us your current contact details.

Full Name:

.....

Address:

.....

.....

.....

..... Post Code: .....

Claim reference number: 80- .....

Home number: ..... Mobile: .....

Email address: .....

*Please note we may contact you regarding your claim and your appointments. We have found that contacting customers by email and text is an efficient way of getting in touch quickly with customers. If you have any preferences about the way you are contacted please let us know.*

## Section 2: About your circumstances

**1. Why are you applying for DHP e.g. bedroom tax, local housing allowance (LHA) shortfall, benefit cap, personal circumstances?**

**2. Have you applied for DHP before?**

Yes- please answer question 2A

No- Please answer question 2B

**2A. Please tell us what are you doing to meet the conditions of your last award?**

**2B. Please tell us what have you tried to do to improve your current situation?**

**3. Are you getting help from anyone at the moment e.g. Tenancy Sustainment, Connection, Crisis, Aspire, Mind, Advice Centre, Citizens Advice Bureau (CAB), Job Clubs, Social Services, etc.?**

**4. Is there anything else you would like us to know about when we are considering your claim e.g. risk of eviction, health, pregnancy, addiction issues.**

**5. When would you like your DHP to start and why? If you want DHP for past period, tell us why did you not apply before?**

**Section 3: About your new DHP award**

**6. DHPs provide short term financial help for people who are working towards improving their situation so they can afford to pay their rent without this support in the future. Which of the following options are you taking or are you prepared to take to improve your situation?**

Employment/training towards work  
home)

Downsizing (moving to a smaller

Increasing working hours

Debt/money advice

Moving to cheaper accommodation

Lodger

Other (please specify below):

### Section 4: About your financial situation

Please give us details of your Income and Expenditure as accurately and completely as you can. This information is needed to make a decision about your Discretionary Housing Payment. You may be asked to provide proof of the amounts declared.

**Please state period as Y = yearly or Q = quarterly or M = monthly or W = weekly**

#### Income

Income Type	Period	Amount	Income Type	Period	Amount
Wages			Industrial Injuries Benefit		
Wages (partner)			Pension Credit		
Jobseeker's Allowance			State Retirement Pension		
Income Support			Occupational Pension		
ESA			Sick Pay		
Child Tax Credit			Maternity Pay		
Child Benefit			Carer's Allowance		
Disability Living Allowance			Attendance Allowance		
Personal Independence Payment (PIP)			Student Income/ Loans		
Maintenance			Savings/ Investments		
Working Tax Credit			Armed Forces		
Money from Non-Dependant			Independence Payment		
Rent from lodger			Universal Credit		
			Other (please specify)		

#### Bills

Expenses	Period	Amount	Expense	Period	Amount
Total Rent*			Pay TV/ Internet/ Phone Package		
Council Tax (after CTRS*)			Maintenance Payments		
Water Rates			Service Charges		
Gas			Private Pension payments		
Electricity			Insurance e.g. contents, life, pets		
Coal/Wood/Other Heating			Other (please specify e.g. pairs)		
TV Licence					
Mobile Phone 1					
Mobile Phone 2					

Housekeeping					
Expenses	Period	Amount	Expense	Period	Amount
Food			Childcare		
Takeaway			Healthcare Prescriptions		
Baby Food/ Milk			Health & Beauty (please specify e.g. haircuts)		
Toiletries					
Nappies			Clothing		
Laundry/ Dry Cleaning			Disability Related Care Expenditure		
Cleaning Materials					
School Uniform			Gym Membership		
School Meals			Other (please specify)		
School Trips					

Travel					
Expenses	Period	Amount	Expense	Period	Amount
Public Transport			Disability Related Mobility Expenditure		
Petrol					
Insurance			Breakdown Cover/ MOT		
Road Tax			Other (please specify)		
Taxi					

\*Total Rent- tell us what your actual rent is

\*CTRS- Council Tax Reductions Scheme

Please state period as Y = yearly or Q = quarterly or M = monthly or W = weekly

Other costs					
Expenses	Period	Amount	Expense	Period	Amount
Going Out/ Entertainment			Cigarettes		
			Alcohol		
Savings			Gambling		
Pets e.g. food, vets			Holidays		
Pocket money			Meals at work		
Afterschool Clubs			Newspapers/ Magazines		
Birthdays			Subscriptions/ Charities		
Religious Holidays e.g. Christmas, Eid			Other (please specify)		

Debt			
Expenses	Period	Amount	Total amount of debt
Personal Loans e.g. family, friends			
Pay Day Loans			
Credit Cards			
Rent Arrears			
Utility Arrears e.g. gas, water, electrics			
Council Tax Arrears			
HB overpayments/ deductions			
Hire Purchase/ White Goods Loans			
Court Fines/ Bank Costs			
Maintenance Payments			
Catalogue Payments			
Student Loans			
Other (please specify)			

### Section 5: Your declaration

I declare that the information I have given on this form is correct and complete.

I understand the following:

- If I give incorrect or incomplete information, the council may take action (including court action)

against me;

- Oxford City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. You can view the council's data protection policy and privacy notice at [www.oxford.gov.uk/privacy](http://www.oxford.gov.uk/privacy)
- We may share your information with and obtain information about you from other departments within Oxford City Council, other local authorities, government departments or financial organisations to ensure that the information is accurate; prevent or detect crime and fraud and protect public funds. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement.
- The council will use the information I have given to assess my claim for Discretionary Housing Payment, and I agree that the council can verify this if needed;
- I will tell the council about any changes in my circumstance that may affect my claim.

Your signature:

Date:

If you had help filling in this form or someone filled it in for you, please ask them to complete the next section.

I can confirm that I have completed this form on behalf of the claimant. The information contained within the form has been given to me by the claimant. The claimant confirms that this information is correct.

Name and relationship to you of the person who filled in the form:

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## Appendix 2 Risk Register

Nos.	Raised by	Date Raised	Probability	Impact	Gross Risk Score	Proximity	Description	Mitigation	Owner	Target Date	Revised Probability	Revised Impact	Residual Risk Score
DHP001 145	PW	19/2/16	3	4	12	Short term	Those most in need of support don't receive it due to greater demand for DHPs in the second half of the year, and expenditure being too high in the 1 <sup>st</sup> half year.	Monitor expenditure monthly. Consider changing length and amount of awards during year to target those most in need	PW	31/3/18	2	3	6
	PW	22/1/15	4	3	12	Long term	Council challenged on application of policy by unsuccessful applicants.	10% check of applications carried out to ensure decision making is consistent	PW	31/3/18	2	3	6
	PW	22/1/15	2	4	8	Short term	Unintended negative impact on specific customer groups	Monitor successful and unsuccessful applications against the criteria established in the policy	PW	31/3/18	1	4	4

## Appendix 3

### Initial Equalities Impact Assessment

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The Discretionary Housing Payment policy is intended to support those who are disadvantaged by changes to Housing Benefit rules, specifically the under occupation rules in the social sector, the Benefit Cap and the changes to Local Housing Allowance rates. The under occupation rules disproportionately impact older customers (from 45 to pension age) and people with a disability. The Benefit Cap affects mainly households where there are lots of children (and in most cases a single parent). The Local Housing Allowance changes impact mainly on households with children. As such, if the DHP policy is not applied correctly, these groups could be disadvantaged.

In the past Citizens Advice has expressed concern at the treatment of income related to disability benefits (Disability Living Allowance, Personal Independence Payment and Attendance Allowance). They believe that taking such income into account when determining DHP applications could be discriminatory as such income is intended to meet costs related to the illness or disability concerned. The Council's view is that it is reasonable to take such income into account provided that any expenditure related to such income is also taken into account. The presence of such income prompts officers to ask specific questions related to expenditure on care costs and related items.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?  
Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

In 2015/16 the DHP policy was narrowed in scope to take account of reduced government funding. This resulted in priority being given to families with children. From 2016 the government has increased the DHP grant which meant that this narrowing of priorities was removed.

The Welfare Reform team have developed strong partnerships with a wide range of support organisations. Where financial support cannot be provided, customers will be referred to appropriate organisations for support..

As the policy is discretionary people who are in groups at risk of being disadvantaged can still receive DHP awards if to do so meets the policy's broader objectives.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision. Please note that you are required to involve disabled people in decisions that impact on them

We are not consulting externally on the change to the DHP policy. There is no change being proposed to the DHP policy. As such the process of consultation may raise unrealistic expectations and would be an unproductive exercise at this point, as it would not generate any information that the Council hasn't already anticipated or did not know.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?  
Please set out the basis on which you justify making no adjustments

As this policy is discretionary, all applications will be considered on their merit. Where an application meets the aims of the policy, it is intended to provide support.

The policy is a fairly straightforward one to apply. CEB should note that, as it is a discretionary payment the Council are not intending to set out any circumstances in which we definitely wouldn't support someone. If an application meets various policy aims, it will be successful.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.  
Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

A 10% check of applications will be carried out to ensure consistency of decision making. This will be done for both successful and unsuccessful applications. Monitoring will be carried out on a monthly basis, and this will also include the reason for the application being made. Regular reports have also been provided to Scrutiny Committee in the last two years. It is expected that this will continue.

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**To:** Scrutiny Committee  
**Date:** 9 October 2017  
**Subject:** Scrutiny Committee Performance Report Q1 2017/18  
**Author:** Jan Heath, Business Development & Support Manager (ext. 2324)

## **Appendices**

- 1 – Performance report for 2017/18 Q1*
- 2 – Full list of performance measures*

### **1. Background**

At the Scrutiny Committee of 14<sup>th</sup> June, there were a number of observations regarding the Performance Report Q4 2016/17 and queries concerning the process for the selection and target-setting of performance measures.

### **2. Service Plan Performance Measures and Target-Setting**

The performance measures included in the quarterly report are the Corporate Measures identified in the Corporate Plan and a selection of Key Service Measures selected for inclusion by the Scrutiny Committee in 2016/17.

These Key Performance Indicators (KPI's) are reviewed annually and identified in the appropriate Service Plan for regular monitoring and reporting.

'SMART'<sup>1</sup> targets are set by Heads of Service based on available benchmarking data, previous performance, known external factors and in the case of statutory measures such as Recycling and Planning Applications, based on national targets.

Performance targets are set during the Service Planning process and signed off by the Corporate Management Team before being uploaded to the corporate reporting system, CorVu.

A complete list of service level performance measures included in Service Plans 2017/18 is attached at Appendix 2 for information.

### **3. Quarterly Performance Reporting**

Following recent feedback from the Scrutiny Committee on the quality of some commentary included in the quarterly reports, the process for reviewing performance updates has been improved and Heads of Service now have an opportunity for final review prior to reports being distributed.

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<sup>1</sup> Specific, Measurable, Achievable, Relevant, Time-bound

Heads of Service have welcomed this although it does add a further step in the process and required some adjustments to accommodate reporting deadlines.

#### **4. ICT Performance Measures**

Following considerable work to redesign the ICT service following the transition from the County to an in-house Service Desk, a Service Catalogue and Service Level Agreement are now in final draft that set out standards of service provision and performance measures. It is proposed that these are brought to the next Scrutiny Committee for review and approval for inclusion in the Quarterly Performance Report.

#### **5. Conclusion**

The process for performance reporting continues to be refined to ensure that the KPI's included in Quarterly Performance Reports are meaningful, accurate and reflect our corporate priorities.

Feedback from the Scrutiny Committee related to individual KPI's has now been largely addressed albeit the removal of KPI's no longer deemed useful will not take place until any new measures have been agreed as work is required to update the reporting system, CorVu.

**Performance Summary  
Scrutiny Committee**

**Green = target met  
Amber = within tolerance  
Red = outside tolerance**

**Trends compare relative performance with  
Prd: previous month  
Prev Year End: previous March**

**Jul-2017**

**Year on Year: the same period from the previous year**

Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>An Efficient and Effective Council</b>											
BI002a	BI002a: The number of training places and jobs created as a result of Council investment and leadership	Nigel Kennedy	1,009 Number	366 Number	198 Number	1,100 Number	R				Figures solely based on capital spend at this stage. We will have new figures from Community employment plans related training places and contract related social value in September.
CS001 151	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	88.59%	88.00%	84.40%	90.00%	R				Customer satisfaction results in July achieved an overall satisfaction rating of 84.39% across all access channels, which is a small drop from 85.33% in June  652 telephony customers (4.4% of our answered calls) provided feedback and rated satisfaction at 99.4%.  684 customers surveyed the Web and rated satisfaction at 59.4%, a drop from 63.55% in June. We received positive comments about our Bulky waste collection, Oxpens Car Park and Cycling Signs pages. Negative comments were received about Pear Tree Park & Ride, Repair My House and Contact Us pages, the latter of which is undergoing a significant redevelopment. There was an issue with Repair My House which disabled the service for two weeks July saw our telephony survey results ranked 4th and our website pages ranked 10th in the Top 10 for the GovMetric benchmarks survey across 70 different councils.

Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>An Efficient and Effective Council</b>											
FN033	FN033: Delivery of the council's cost savings and income targets	Nigel Kennedy	1,749,000 Number	519,499 Number	519,499 Number	1,558,498 Number	A				All measures are on target to be achieved by year end
WR001	WR001: Number of people moved into work by the Welfare Reform Programme	Paul Wilding	70 Number	16 Number	25 Number	42 Number	G				It has been a successful start to the year with many Benefit Cap customers finding work. Although we are significantly over target, the wider rollout of Universal Credit from October will mean we will have less time to support customers into work.
BIT019i	BIT019i: % all contact carried out online	Helen Bishop	34.1%	34.5%	41.7%	36.0%	G				Although performance is well above target, the proportion of online transactions dropped by 10.6% over May, largely due to a fall in online payments and planning enquiries. Contact via telephones and face to face continues to show a decline over 2016/17
BIT021	BIT021: Number of authorised procurement practitioners in Service Areas	Amanda Durnan	31 Number	20 Number	31 Number	45 Number	G				Additional training is due in 2018.
CE002	CE002: Commercial property income received against target for the year	Jane Winfield	£11,804,341	£4,067,600	£5,337,719	£13,121,200	G				The figure reported is the total amount of income demanded for the current year in respect of the Commercial Portfolio exclusive of VAT
CH001	CH001: Days lost to sickness	Paul Adams	7.59 days	2.00 days	2.52 days	6.00 days	G				Absence levels in a number of service areas are currently above the councils target for sickness absence which, in most instances, is impacted by long-term sickness within that area. Absence cases are, however, being activity managed by the line managers and the relevant HR BP under the councils Attendance Management Policy.



Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments	
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year		
<b>An Efficient and Effective Council</b>												
153	CS003	CS003: Customers calls answered on the council's main telephone service lines without hanging up	Helen Bishop	93.77%	95.00%	95.22%	95.00%	G	↑	↑	↑	Performance: 16,442 calls were offered into the Contact Centre. We answered 15,656 calls which equates to 95.22% of calls in the month, receiving 1,773 calls less than June and 249 calls less than the same period last year. Apart from Council Tax, Planning and Anti-Social Behaviour, all other services decreased in call volume. ICT: System issues with Lagan have continued to cause downtime with 36 hours of CSOs time lost in June. Working closely with ICT we successfully set up another 2 CSOs to work from home. We have 3 more CSOs who have expressed an interest in working from home which we will look to set up over the coming month
	CS025	CS025: Percentage of Business Rates Collected	Tanya Bandekar	97.87%	39.00%	39.92%	99.00%	G	↑	↓	↑	Collection of the 17/18 rates debit remains very good. By the end of July we had collected £37.1m that represents 39.92% of the annual debit. The corresponding result in 2016/17 was 39.31% and the profiled collection target for the end of July was 39%.
	CS054	CS054: Time taken to determine DHP applications	Paul Wilding	Not Recorded	10 Working Days	10 Working Days	10 Working Days	A	↑		↑	Although on target, this figure has come down substantially since June and continues to make progress back to under target.
	LP187	LP187: Effective delivery of the capital programme: >80% of development milestones achieved	Ian Brooke	88%	81 %	84%	81 %	G	↑	↓	↓	We are currently on track. Key milestones that are coming up are start of works at Florence Park in August.
	WR002	WR002: Customers supported to remove barriers to employment	Paul Wilding	216 Number	74 Number	77 Number	234 Number	G	↑	↓	↑	The high numbers of customers affected by the lower Benefit Cap means we are providing a lot of support to people to increase their work readiness.

Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>An Efficient and Effective Council</b>											
WR003	WR003: Customers supported to improve financial capability	Paul Wilding	85 Number	32 Number	35 Number	100 Number	G				We are making broadly expected progress with this measure.
BV009	BV009: Percentage of Council Tax collected	Tanya Bandekar	97.87%	40.10%	39.62%	98.20%	A				The current year collectable debit is £81.6m, some 4.72% higher than in 2016/17. By the end of July we had collected 39.62% that is some £391k short of the 31/07 profiled collection target of 40.1%. Recovery action however has commenced against those accounts in arrears and every effort is being made to be back on track as quickly as possible.
<b>Cleaner Greener Oxford</b>											
ED002 154	ED002: Implementation of measures to reduce the city council's carbon footprint by 5% each year	Paul Robinson	254 Tonnes	30 Tonnes	241 Tonnes	452 Tonnes	G				RCV fuel savings 16/17 compared to 15/16 from improved MPG performance of fleet (minus 74 tCO2 reported during 16/17) - 208 tCO2; Horspath Depot archway LED upgrade 3tCo2; parks team switch from hilux vans to e-bikes as reported in council matters 01/08/17 = 1 tCO2 - total = 212tCO2; 25 closed billing queries - total avoided spend value to date (Apr to Jul) = £3482.84
NI191	NI 191: The amount of non-recyclable waste produced in the city per household decreases each year	Geoff Corps	392.69 kgs	142.60 kgs	127.57 kgs	421.00 kgs	G				Lots of work is being carried out to reduce refuse waste and increase recycling across the city
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	48.83%	46.60%	50.79%	48.50%	G				Lots of work is being carried out to reduce refuse waste and increase recycling across the city
NI195a	NI195a Percentage of streets with litter levels that fall below Grade B (YTD)	Geoff Corps	0.00%	1.75%	0.00%	1.75%	G				Year to date 0 out of 320 streets inspected were below grade B. In July none of the 80 streets were below grade B

Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>Cleaner Greener Oxford</b>											
NI195b	NI195b Percentage of streets with detritus levels falling below Grade B (YTD)	Geoff Corps	0.00%	3.00%	0.00%	3.00%	G	→	→	→	Year to date 0 out of 320 streets inspected were below grade B. In July none of the 80 streets were below grade B
NI195c	NI195c Percentage of streets with Graffiti levels falling below Grade B (YTD)	Geoff Corps	0.00%	1.00%	0.00%	1.00%	G	→	→	→	Year to date 0 out of 320 streets inspected were below grade B. In July none of the 80 streets were below grade B
<b>Meeting Housing Need</b>											
PR002	PR002: Proportion of appeals allowed % on major developments averaged over 2 years	Patsy Dell	Not Recorded	5 %	1%	5 %	G	→			Performance is good and continues to be well above target.
NI157a	NI 157a Processing of planning applications as measured against targets for major application types	Patsy Dell	Not Recorded	60.0%	100.0%	70.0%	G	→		→	Performance is well above national and yearend target and will continue to be so at the current time.
NI157b	NI 157b Processing of planning applications as measured against targets for minor application types	Patsy Dell	Not Recorded	70.0%	94.0%	80.0%	G	↗			All local and governmental performance targets have been exceeded.
NI157c	NI 157c Processing of planning applications as measured against targets for other application types	Patsy Dell	Not Recorded	70.0%	99.0%	80.0%	G	↗			All local and governmental performance targets have been exceeded.

Measure		Owner	Result 2016/17	Latest Data		Year End Target 2017/18	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>Strong and Active Communities</b>											
LP119	LP119: The number people taking part in our youth ambition programme	Ian Brooke	6,202 Number	2,500 Number	2,383 Number	6,000 Number	A				We are slightly under target, but due to deadlines for CORVU are still waiting information for swimming lessons, streetsports and some of the holiday activities. Clear performance from the summer will show in October's performance. We are projecting that we should be on target with this due to strong attendance at holiday sessions to date.
PC027	PC027: Increase the Number of people engaging with the Council's social media accounts	Mish Tullar	3,519 Number	78,000 Number	85,366 Number	86,000 Number	G				Decent performances across most accounts. Overall increase of 1,455. Particularly strong increases on the corporate and Town Hall accounts - the Town Hall Instagram account, launched three months ago, is already at 152 followers.
<b>Vibrant and Sustainable Economy</b>											
BI001	BI001: The % of Council spend with local business	Amanda Durnan	35.00%	45.00%	47.00%	54.00%	G				We continue to try to increase local spend by requesting stakeholders to include a local supplier when tendering, however, this is dependent on the requirements, and the locality of the head office of the Supplier

#	Service Area	Measure Level	Measure Name	Corporate Priority	In Corporate	Comment
1	Planning, Sustainable Development &	Corporate	The reduction in the city council's carbon footprint	Cleaner Greener Oxford	Yes	ED002 (Community Services)
2	Direct Services	Corporate	Residual waste sent to Energy Recovery Facility per household.	Cleaner Greener Oxford	Yes	NI191
3	Direct Services	Corporate	Satisfaction with Street cleaning.	Cleaner Greener Oxford	Yes	DS010
4	Business Improvement	Service	Percentage of customers getting through first time on the Council's main telephone number	Efficient & Effective Council	No	
5	Business Improvement	Service	Percentage of staff turnover for the whole organisation	Efficient & Effective Council	No	
6	Business Improvement	Service	Staff satisfaction via 100 Best Companies survey	Efficient & Effective Council	Yes	OD001 & OD002
7	Business Improvement	Service	Percentage of managers that are 'Good' or above according to their appraisal	Efficient & Effective Council	No	
8	Business Improvement	Service	Days Lost to sickness	Efficient & Effective Council	Yes	CH001 (currently under OD&CS)
9	Business Improvement	Service	The Level of self- service transactions as a percentage of total contact with the Council	Efficient & Effective Council	No	CS043 is similar
10	Business Improvement	Service	System & Network availability	Efficient & Effective Council	No	
11	Business Improvement	Service	% of incidents and service requests delivered within agreed SLA	Efficient & Effective Council	No	
12	Business Improvement	Service	% of Planning applications processed to meet agreed targets	Efficient & Effective Council	No	NI157 a/b/c are similar
13	Business Improvement	Corporate	Increased net customer satisfaction for Customer Service Centre (face - to - face)	Efficient & Effective Council	No	Requested - requires SMT sign off
14	Business Improvement	Corporate	Increased net customer satisfaction for Contact Centre (telephones)	Efficient & Effective Council	No	Requested - requires SMT sign off
15	Community Services	Service	Effective delivery of the capital programme	Efficient & Effective Council	Yes	LP187

16	Community Services	Service	Museum of Oxford Development	Strong Active Communities	Yes	LP203 (but not currently in use)
17	Community Services	Service	Implement the Community Centres Strategy	Strong Active Communities	Yes	CoS009
18	Community Services	Service	Create a high quality sports village in Horspath	Strong Active Communities	Yes	CoS010
19	Community Services	Service	Grant applications received from target communities (groups/areas)	Strong Active Communities	Yes	CoS012
20	Community Services	Service	No. of volunteers giving time to community centres	Strong Active Communities	Yes	CoS013
21	Community Services	Service	Work plans on track for priority communities	Strong Active Communities	Yes	CoS011
22	Community Services	Service	Monetary equivalent value of volunteer hours committed by council volunteers	Strong Active Communities	Yes	CoS014
23	Business Improvement	Corporate	Increased net customer satisfaction for Web	Efficient & Effective Council	No	Requested - requires SMT sign off
24	Housing Services	Service	Number of affordable homes for rent delivered in the city	Meeting Housing Need	Yes	HC016
25	Housing Services	Service	Total number of affordable homes completed in year	Meeting Housing Need	Yes	HP006
26	Housing Services	Service	Number of Empty Homes returned to use	Meeting Housing Need	Yes	BV064
27	Housing Services	Service	Homelessness Acceptances	Meeting Housing Need	Yes	HC003
28	Housing Services	Service	Homelessness Cases Prevented	Meeting Housing Need	Yes	HC004
29	Housing Services	Service	Number of households in temporary accomodation	Meeting Housing Need	Yes	NI156 (also a corporate measure)
30	Housing Services	Service	Number of people estimated to be sleeping rough (annual estimate)	Meeting Housing Need	Yes	HP003
31	Housing Services	Service	The number of successful interventions with Rough Sleepers	Meeting Housing Need	Yes	HP004

32	Housing Services	Service	Percentage of properties meeting Decent Homes Standards (annual)	Meeting Housing Need	Yes	HC020 (not in use) (currently a team
33	Housing Services	Service	Average SAP rating of L.A owned dwellings	Meeting Housing Need	Yes	BV063 (not in use) (currently a team
34	Law & Governance	Corporate	IER household response rate	Efficient & Effective Council	No	
35	Housing Services	Corporate	The number of households in temporary accomodation	Meeting Housing Need	Yes	NI156
36	Planning, Sustainable Development &	Corporate	Number of new homes granted permission in the city	Meeting Housing Need	Yes	HP008 (Regeneration & Housing)
37	Planning, Sustainable Development &	Corporate	Percentage of HMO's in the city that are licensed	Meeting Housing Need	Yes	ED025 (Community)
38	Community Services	Corporate	The number of people using our leisure facilities	Strong Active Communities	Yes	LP220
39	Planning, Sustainable Development &	Service	Water use reduction target across the city council's estate	Cleaner Greener Oxford	Yes	ED014
40	Planning, Sustainable Development &	Service	% of Planning Enforcement Service Requests responded to in 5 days	Efficient & Effective Council	No	
41	Planning, Sustainable Development &	Service	Number of Applications Received	Efficient & Effective Council	No	
42	Planning, Sustainable Development &	Service	Building control income	Efficient & Effective Council	No	
43	Planning, Sustainable Development &	Service	The number of unlicensed HOM's identified that will be required to be licenced with a category A	Meeting Housing Need	Yes	ED020
44	Planning, Sustainable Development &	Service	The number of individual Single Occupation (SOCC) resident premises and unlawful dwellings subject to	Meeting Housing Need	No	
45	Planning, Sustainable Development &	Service	% satisfaction with HIA service	Strong Active Communities	Yes	ED009
46	Planning, Sustainable Development &	Service	Percentage of food businesses that have a zero and one star rating at the start of the year that have	Vibrant & Sustainable	Yes	ED017
47	Planning, Sustainable Development &	Service	Oxford local plan 2036 is progressed in line with the local development scheme	N/A	No	

48	Planning, Sustainable Development &	Service	Annual monitoring report published before the end of 2017	N/A	No	
49	Planning, Sustainable Development &	Service	80% of Listed Building Consent applications determined within 8 weeks	N/A	No	
50	Community Services	Corporate	The number of young people taking part in our Youth Ambition Programme	Strong Active Communities	Yes	LP119
51	Planning, Sustainable Development &	Corporate	Percentage of major and non major planning applications determined within target	Vibrant & Sustainable	No	2 separate measures - PR004 & PR005
52	Planning, Sustainable Development &	Corporate	Amount of employment floor space permitted for development	Vibrant & Sustainable	Yes	PR001 (Regeneration and Housing)
53	Regeration & Economy	Service	New commercial Floor space sq. m delivered or enabled	Vibrant & Sustainable	No	
54	Regeration & Economy	Service	Jobs created and safeguarded	Vibrant & Sustainable	Yes	PA002 (Already a corporate measure)
55	Regeration & Economy	Service	Business Interactions	Vibrant & Sustainable	No	
56	Regeration & Economy	Service	Businesses supported	Vibrant & Sustainable	No	
57	Regeration & Economy	Service	Number of businesses supported to invest locally	Vibrant & Sustainable	No	
58	Regeration & Economy	Service	Funding attracted (public and private)	Vibrant & Sustainable	Yes	Sort of - LP225 (Community services)
59	Regeration & Economy	Service	Shop units occupancy	Vibrant & Sustainable	No	
60	Regeration & Economy	Corporate	Net amount of employment floor space permitted for development	Vibrant & Sustainable	Yes	PR001 (Also on Planning's service plan)
61	Regeration & Economy	Corporate	Number of jobs created or safeguarded in the city as a result of the City Council's investment and	Vibrant & Sustainable	Yes	PA002
62	Direct Services	Service	Void Contractor Turnaround time (HouseMark Definition).	Meeting Housing Need	Yes	DS015
63	Direct Services	Service	Percentage of gas services in date.	Meeting Housing Need	Yes	DS001



64	Direct Services	Service	Percentage of Right to Repairs completed on time (Gas and Responsive).	Meeting Housing Need	Yes	DS011
65	Direct Services	Service	Percentage of Routine Repairs completed on time (Gas and Responsive).	Meeting Housing Need	Yes	DS012
66	Direct Services	Service	Percentage of streets with Litter levels that fall below Grade B (YTD).	Cleaner Greener Oxford	Yes	NI195a
67	Direct Services	Service	Percentage of streets with Detritus levels that fall below Grade B (YTD).	Cleaner Greener Oxford	Yes	NI195b
68	Direct Services	Service	Percentage of streets with Graffiti levels that fall below Grade B (YTD).	Cleaner Greener Oxford	Yes	NI195c
69	Direct Services	Service	Percentage of streets with Fly-posting levels that fall below Grade B (YTD).	Cleaner Greener Oxford	Yes	NI195d
70	Direct Services	Service	The percentage of household waste arisings which have been sent by the authority for reuse,	Cleaner Greener Oxford	No	
71	Direct Services	Service	Satisfaction with Parks.	Cleaner Greener Oxford	Yes	DS016
72	Direct Services	Service	Car Parks income.	Efficient & Effective Council	Yes	CE001
73	Regeration & Economy	Corporate	Net increase in number of businesses operating in the city	Vibrant & Sustainable	Yes	PA001

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**To:** City Executive Board  
**Date:** 16 October 2017  
**Report of:** Scrutiny Committee  
**Title of Report:** Assessing disabled impacts in planning

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present recommendations from Scrutiny on how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use.
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Andrew Gant, Chair of Scrutiny
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	Meeting Housing Needs and Strong and Active Communities
<b>Recommendation(s):</b> That the City Executive Board states whether it agrees or disagrees with the seven recommendations in the body of this report	

<b>Appendices</b>
None

## Introduction

1. The Scrutiny Committee commissioned a report from the Head of Planning, Sustainable Development and Regulatory Services on how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing. The Committee considered this report at a meeting on 7 September 2017.
2. The Committee would like to thank Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services, and Ian Wright, Environmental Health Service Manager, for providing the report and answering questions. The Committee would also like to thank Cllr Marie Tidball (who originally suggested this item) and Alex Donnelly, for addressing the Committee as witnesses.

3. The Environmental Health Service Manager introduced the report. He noted in particular the fact that healthy life expectancy is not keeping pace with increased life expectancy which has ever increasing consequences for the buildings we use and live in. He also set out the three legislative areas that underpin this work - planning policy, building regulations and the Equalities Act 2010. He said that the Council's planning policies, which require that all new homes are built to the Lifetime Homes standard, exceed national requirements and those of many other local authorities.
4. Alex Donnelly spoke as a blind resident who is interested in matters of public access. He said the latest data suggested that the national figure for the proportion on the population experiencing a long term health problem or disability that limited their day to day activity is now just over 20%. He noted that there is an undisputed link between disability and poverty; the Joseph Rowntree Foundation estimate that 50% of people with disability live in poverty. Inclusive design is often seen in the context of structural changes for those with particular needs but this is a false assumption; good, accessible design is of value to everyone. Investment in good, accessible design should not just be seen as a cost but, rather, as an investment. The policy requirement that 5% of all new dwellings should be designed as wheelchair accessible seems a low aspiration and the Council could go further. Alex concluded by noting that, in the case of large public buildings, as someone who was blind, having clearly identified information points is vital.
5. Cllr Tidball had initiated the commissioning of this report when she was a member of the Committee and thanked the authors for it. She was pleased to see that Oxford was setting an example by going over and above the requirements but suggested that there was probably scope for further development. She suggested that the Committee might wish to consider making three recommendations about:
  1. The setting up of bespoke consultation sessions with disabled members of the community and organisations to feed into the Local Plan.
  2. Contacting the DCLG asking them to exhort others to follow Oxford's example. If 18%+ of the community experience some kind of disability, the building estate should reflect that - but it does not.
  3. Approaching businesses and estate agents encouraging them to embrace inclusive design

### **Summary and recommendations**

6. The Committee thanked officers for providing an excellent report and welcomed the helpful contributions made by the two witnesses. The Committee noted the points they raised and agreed to put forwards the recommendations suggested by Councillor Tidball about consulting with disabled people and making representations to government and other stakeholders about the importance of inclusive access.

***Recommendation 1 – That the Council consults with disabled users and organisations in the context of the emerging Local Plan.***

***Recommendation 2 – That the Council contacts the Department for Communities and Local Government asking them to:***

- a) ***Review the application and impacts of part M of the Building Regulations and whether these regulations and optional standards go far enough in light of the latest demographic data;***

**b) Promulgate good practice in terms of disabled access and inclusivity to local authorities.**

**Recommendation 3 – That the Council makes representations to landlords, estate agents and developers about the importance of creating an inclusive housing market.**

7. The Committee considered the Council's Accessible and Adaptable Homes policy in light of the comments made by Alex Donnelly and Cllr Tidball. This policy requires that planning permission will only be granted where all proposed new dwellings meet the Lifetime Homes standard and that on sites of 4 or more new dwellings, at least 5% of these (or at least 1 dwelling for sites with fewer than 20 homes) are either fully wheelchair accessible or easily adaptable for full wheelchair use. The Committee would encourage the Council to raise the threshold for wheelchair access if evidence suggests that this would ensure future housing needs will be met.

**Recommendation 4 – That as part of the Local Plan review the Council reviews whether planning policy HP2 requires that a sufficiently high proportion of new dwellings are either fully wheelchair accessible or easily adapted for full wheelchair use, in order to meet future housing needs in the city, or whether the 5% threshold should be raised.**

8. In response to a question about planning enforcement, the Committee noted that there is no authoritative means of monitoring the 5% target for new buildings to be wheelchair accessible or easily adaptable for full wheelchair use. To some extent it is a case of trusting that development projects overseen by private approved inspectors (as opposed to the Council's own building control surveyors) are compliant with the planning policy requirement.

**Recommendation 5 – That where possible, the Council monitors compliance with planning policy HP2 (or any equivalent policy that replaces it following the Local Plan review).**

9. The Committee considered the issue of disabled access in existing private sector accommodation and noted that the Council has no powers to require retrospective improvements. It was however identified that there are opportunities for the Council to do more to influence the private sector, such as through the licensing of houses in multiple occupation (HMOs), as well as the landlord forum and accredited landlord scheme (recommendation 3).

**Recommendation 6 – That the Council encourages higher standards of disabled access and inclusivity through HMO licencing. This could include capturing data from inspections and making recommendations to landlords on good practice.**

10. The Committee noted that the Council has a good story to tell in terms of promoting disabled access and questioned whether there was more the Council could do in terms of proactively identifying and embedding good practice. The Head of Planning, Sustainable Development and Regulatory Services said that this was a fair challenge and that there was still more to be done to strengthen the service.

**Recommendation 7 – That the Council continues to look at good practice from other local authorities to inform further improvements to planning and regulatory services, including with regards to disabled access and inclusivity.**

### Further consideration

11. The Committee agreed to request that officers to provide a further update in a years' time.

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**To:** City Executive Board  
**Date:** 16 October 2017  
**Report of:** Scrutiny Committee  
**Title of Report:** Oxford Design Review Panel

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Scrutiny Committee recommendations on the Oxford Design Review Panel
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Andrew Gant, Chair of Scrutiny
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning & Regulatory
<b>Corporate Priority:</b>	Strong, Active Communities; Vibrant, Sustainable Economy; Cleaner, Greener Oxford
<b>Recommendation(s): That the City Executive Board states whether it agrees or disagrees with the recommendations in the body of this report</b>	

<b>Appendices</b>
None

### **Introduction and background**

1. The Scrutiny Committee commissioned a report from the Head of Planning, Sustainable Development and Regulatory Services on the operation of the Oxford Design Review Panel (ODRP). The Committee considered this report at a meeting on 7 September 2017.
2. The Committee would like to thank Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services, for providing the report and attending the meeting. The Committee would also like to thank the following people for addressing the committee as expert witnesses:
  - Debbie Dance, Oxford Preservation Trust;
  - Kevin Minns, Minns Estates;
  - Ian Green, Oxford Civic Society.

3. Debbie Dance, speaking as a representative of Oxford Preservation Trust welcomed the report. She noted the desirability of introducing some means of weighting the projects coming before the ODRP. Consistency of approach and panel membership was important; there was evidence that both of these were lacking. The lack of heritage expertise on the panel was a concern; it was frequently regarded as an afterthought and should factor in panel discussions at an earlier stage. Heritage and conservation were as important as design.
4. Kevin Minns, speaking as a developer from an applicant's point of view, welcomed the ODRP as a constructive mechanism for peer review. He noted the importance of challenging misunderstandings at panel hearings and not waiting until after the event. Given the complexity of many schemes it was important that panel members received papers in good time to ensure informed discussion which was not possible if only seen on the day of the hearing. He echoed the point previously made about the importance of consistency. There needed to be clarity to all concerned that the ODRP was an advisory and not a decision making body.
5. Ian Green, speaking on behalf of the Oxford Civic Society, said that he wanted the built environment to improve. The ODRP was a relevant and appropriate mechanism for contributing to that. He suggested that it would be helpful to start to put in place a means of evaluating the Panel's effectiveness and to see if it had made a positive contribution to the built environment. He was concerned that the panel's awareness of a project's context was not always as great as it should be, particularly when not in a conservation area. Site visits were always important. Continuity for repeat reviews was essential. He also noted the importance of the advisory nature of panel being clear. In his view panel meetings should be open and texts of decisions made public as soon as possible.

### **Summary and recommendations**

6. The Committee welcomed the report and voiced support for the ODRP. In discussion the Committee noted that the ODRP is cost-neutral to the Council because applicants are charged for reviews. Design review is seen as being normal practice in a city such as Oxford and many other cities have an equivalent process. Developers don't have to engage with the ODRP but are advised that planning committees would expect them to, so by not engaging they added risk.
7. The Committee discussed the status of the ODRP and noted that only planning committees can make planning decisions. The ODRP has an important advisory role that sits in the pre-application stage of the planning process. On balance, the Committee's view was that ODRP meetings should not be open to the public because that would serve to elevate the status of the panel and may discourage developers from engaging. The Committee also heard that panel members want a confidential space in which to consider development proposals. The panel's advice is made public at the point when a planning application is submitted.
8. The Committee noted that a lack of local knowledge and heritage expertise on the ODRP is seen as potential weakness, given that many development schemes have heritage impacts. The Committee suggest that consideration is given to how the ODRP can have a better depth of appreciation of a development scheme's local context and heritage impacts when undertaking reviews. This is especially but not only important for developments within conservation areas. The Committee also note that the ODRP's independence is a key feature and benefit of the panel and that its independence not be compromised.



***Recommendation 1 – That the ODRP has (or has access to) heritage expertise in order to better understand the local heritage context of development schemes, and that consideration is given as to how this can best be achieved.***

9. The Committee noted the comments about the need for consistency of membership when designs come back to the panel for repeat reviews. This would help to ensure fairness and consistency of approach. It is recognised that there is a requirement for the same chair to be in place and that efforts are made to ensure other panel members are the same but this is not always possible. The Committee suggest that consistency of membership should be built in to ODRP reviews as far as possible.

***Recommendation 2 – That consistency of the ODRP’s membership is guaranteed as far as possible for repeat reviews.***

10. The Committee agreed that an evaluation of the impacts of the ODRP on Oxford’s built environment would be a useful exercise and questioned whether the work of the ODRP was mainly of benefit to more affluent parts of the city. The Head of Planning, Sustainable Development and Regulatory Services said that a whole range of schemes including schools and civic building go through the design review process and that good design belongs to everyone. The Committee suggest that an evaluation of the impacts of the ODRP should include some form of social impact.

***Recommendation 3 – That proposals for a review of the effectiveness of the ODRP should be drawn up that includes a social impact element.***

11. The Committee questioned how proposed development schemes are chosen for review by the ODRP and heard that planning officers and elected members can nominate schemes at the pre-application stage. The Committee commented that many members may not know they are able to do this. The Committee suggest that members are made aware of how to nominate schemes for review by the ODRP and that the advisory status of the ODRP is made clear to them.

***Recommendation 4 – That elected members are alerted to the fact that they may submit suggestions for review by the ODRP and that the status of the ODRP is made clear to them.***

12. The Committee also commented that, at the pre-application stage, elected members may not be aware of development proposals that affect their wards and which they may wish to refer to the ODRP. The Committee suggest that consideration is given to how members can be routinely alerted to pre-application proposals affecting their wards.

***Recommendation 5 – That a mechanism is established to alert Councillors to pre-application proposals in their Wards.***

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**To:** City Executive Board  
**Date:** 16 October 2017  
**Report of:** Scrutiny Committee  
**Title of Report:** Recycling

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Scrutiny Committee recommendations on recycling rates and recycling incentive schemes
<b>Key decision:</b>	No
<b>Scrutiny Lead Member</b>	Councillor James Fry, Chair of Recycling Panel
<b>Executive Board Member:</b>	Councillor John Tanner, Climate Change and Cleaner Greener Oxford
<b>Corporate Priority:</b>	A Clean Green Oxford
<b>Recommendation(s): That the City Executive Board states whether it agrees or disagrees with the recommendations in the body of this report</b>	

<b>Appendices</b>
None

### **Introduction and background**

1. The Scrutiny Committee established in 2013/14 a review of recycling rates led by Councillor Fry. A report to the City Executive in July 2014 recommended resources to support targeted educational campaigns to encourage recycling and the trialling of a community incentive campaign. Following this, the Council bid successfully for government money to fund the Blue Bin Recycling League recycling reward scheme for 3 years, from October 2015 to October 2018.
2. The Committee has continued to monitor recycling rates each year. A visit to the Cowley Marsh depot took place on 21 September 2017 for scrutiny members to receive a presentation and monitor progress and performance. The meeting was attended by Councillors Fry, Gant and Lygo. They would like to thank Maria Warner, Recycling Team Leader, for organising the session and Ian Bourton, Motor Transport and Fleet Manager, Alex Mates, Recycling Promotions Officer, Stuart Guest and Ray Wild, Recycling Liaison Officers, for hosting the session.

## Summary and recommendations

3. The Panel found that the Council's recycling percentage rate for the year to date (August 2017) is 51.29%, which is the first time the figure has been over 50%. This is over 2% higher than a year ago and over 4.5% higher than 2 years ago. It puts the Council in the top 25% of local authorities for recycling nationally and first compared to similar cities, which is an excellent result.
4. The recycling rate has been boosted by increased recycling of organics (food and garden waste), which are up 9.5% on the year. It is hoped that food recycling will continue to increase given that residents can now use any type of bag in their kitchen caddy, not just the relatively expensive biodegradable caddy liners.
5. The figure for residual 'landfill' rubbish (which is actually incinerated) per household is 157.3kg, down 10.56kg from a year ago. Overall, the volume of rubbish collected is down by 525.61t (-6.29%) and recycling is up 86.78t (+1.59%).
6. The panel heard that 10% of households in the city have now pledged to take part in the Blue Bin Recycling League. The Recycling Team have knocked on 13,000 doors and visited 14 schools. Voter turnout in the choice of local beneficiaries averaged 26% and £9,200 has been donated to local charities and community events. Local dry recycling rates had increased by between 4.28% and 11.70% across the city.
7. The £350k of grant funding the Council received in 2015 to run the Blue Bin Recycling League over 3 years funds 3 recycling promotion officer posts plus the prize money and other costs associated with the scheme. Proposals would be put forward in the budget round to continue with an equivalent level of resource for recycling promotion activities moving forwards. The plan is to keep the Blue Bin Recycling League but to make some changes to the organisation and value of the financial incentive for residents.
8. The Panel voiced their support for the development of these proposals (Scrutiny has previously recommended that every effort is made to continue to fund recycling promotion activities). The panel encouraged officers to think about what more could be achieved with an additional officer post and to consider making that case in a more ambitious budget bid.
9. In discussion the Panel also noted that:
  - Maintaining a quality recycling operation requires excellent service, infrastructure and communications.
  - Simple messages about recycling work best.
  - The Recycling Team work closely with planning, licensing, the HMO team and the Great Estates team (e.g. for the tower block refurbishment project) and are a statutory consultee on the waste aspects of major planning applications.
  - The Council app is proving to be more popular than the text messaging service.
  - The Council has little control over other commercial waste operators in the city centre.
  - The student liaison officer would be proactively engaging with new students from October.

- Contamination remains an issue at blocks of flats but a flat bin audit has been undertaken and street crews regularly inspect bin sheds.
  - The Council still receives recycling credits (from Oxfordshire County Council) but now has to pay for disposal of dry recyclate (the value of which has dropped significantly), resulting in a net financial loss.
  - There is a national issue with packaging which often causes confusion about which materials can and cannot be recycled.
  - Language is a barrier for some communities but there are plans to address this by dropping the use of text where possible.
  - There are plans to trial placing awareness notices on lampposts.
10. In discussion a number of suggestions were made about additional promotional activities and other improvements that could build on the already impressive performance of the Recycling Team.

***Recommendation – That, alongside the previous recommendation about making every effort to continue to fund recycling incentive campaigns beyond October 2018, the work of the Recycling Team is broadened to build on the Team’s already impressive performance. This could include:***

- a. Expanding school visits to try to reach every school in the city;***
- b. Co-ordinating volunteer recycling champions in schools and communities;***
- c. Running an incentive scheme for students based on competition between campuses;***
- d. Creating awareness videos, e.g. showing what happens to different materials once they have been recycled;***
- e. Facilitating more trips to waste disposal facilities for members of the public, which are so popular they are booked up until April 2018;***
- f. Proactive engagement with landlords, both directly and through the forum;***
- g. Trialling a ‘moving out campaign’ where the Council offers to collect students’ waste at the end of their tenancy for a one off fee;***
- h. Improving the visual appearance of public bins, e.g., by using different colour schemes for recycling and other waste or installing recycling bins with holes the shape of drink cans, as is done in other countries, etc.;***
- i. Trialling removing bins from part of the city centre, e.g., Cornmarket, for a day to let people appreciate the problem of litter;***
- j. Simplifying the message of what is and what is not recyclable, using images where possible.***
- k. Reviewing good practices from other local authorities, especially well performing Welsh authorities.***

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