

Agenda

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City Executive Board

Date: **Thursday 12 November 2015**

Time: **5.00 pm**

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

For any further information please contact:

Catherine Phythian, Committee and Member Services Officer

Telephone: 01865 252402

Email: executiveboard@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

City Executive Board

Membership

Chair

Councillor Bob Price	Corporate Strategy and Economic Development
Councillor Ed Turner	Finance, Corporate Asset Management and Public Health
Councillor Susan Brown	Customer Services and Corporate Services
Councillor Alex Hollingsworth	Planning, Transport and Regulatory Service
Councillor Pat Kennedy	Young People, Schools and Skills
Councillor Mark Lygo	Leisure, Sports and Events
Councillor Mike Rowley	Housing
Councillor Christine Simm	Culture and Communities
Councillor Dee Sinclair	Crime, Community Safety and Licensing
Councillor John Tanner	Climate Change and Cleaner, Greener Oxford

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

HOW TO OBTAIN A COPY OF THE AGENDA

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 PUBLIC QUESTIONS

When the Chair agrees, the public can ask questions about any item for decision at the meeting for up to 15 minutes. Questions must have been given to the Head of Law and Governance by 9.30am one clear working day before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact). No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the Chair agrees, be responded to at the meeting.

4 SCRUTINY COMMITTEE REPORTS

9 - 10

The Committee & Member Services Manager has submitted a report which presents recommendations from the Scrutiny Committee on the Planning – Annual Monitoring Report.

Recommendation of the Scrutiny Committee to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the following recommendation:

1. That the Council includes the following two new indicators when considering the effectiveness of planning policies contained within the Oxford Local Development Plan:
 - a) Number of units of affordable housing to rent built on Council owned land
 - b) The amount of land freed up for affordable housing development through change of use

5 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

City Councillors may, when the Chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by no later than 9.30am at least one clear working day before the meeting. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

6 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

10 minutes of the meeting is available for any Councillor to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

7 ITEMS RAISED BY BOARD MEMBERS

8 NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT

11 - 22

Lead Member: Councillor Tanner, Executive Board Member for Climate Change and Cleaner, Greener Oxford

The Executive Director, Community Services has submitted a report which seeks project approval for the Northway and Marston Flood Alleviation Scheme.

Officer Recommendations: That the City Executive Board resolves to:

1. **grant** project approval for the scheme;
2. **note** the reduction in the need for Oxford City Council capital funding provision to deliver this project (a release of £1,268,000);
3. **grant delegated authority to** Executive Director, Community Services, in consultation with the Monitoring Officer and s151 Officer, to be able to enter into any necessary funding agreements to secure the external funding for the scheme; and
4. **recommend Council to resolve to** include the additional budget of £928,000 for the Northway and Marston Flood Alleviation Scheme in the Capital Programme (£2,196,000 financed from external funding, £400,000 financed from Council capital).

9 ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED

23 - 36

Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services

The Executive Director, Organisational Development & Corporate Services has submitted a report which requests approval to deliver a project supporting long term unemployed people into work.

Officer Recommendations: That the City Executive Board resolves to:

1. **approve** the project outlined in the report.

10 AWARD OF THE PROVISION OF A FURNISHED TENANCY SCHEME CONTRACT

37 - 42

Lead Member: Councillor Rowley, Executive Board Member for Housing

The Head of Housing & Property has submitted a report which seeks delegation to award a contract to deliver the Council's Furnished Tenancy Scheme.

Officer Recommendations: That the City Executive Board resolves to:

1. **Delegate authority to** the Executive Director Regeneration & Housing, in consultation with the Monitoring Officer and s151 Officer, to award the Furnished Tenancy Scheme contract to the supplier selected following completion of the EU-compliant open tender process described in this report, for the provision of household goods and furnishings to Council tenants.

11 FINANCIAL SYSTEMS RETENDER

43 - 48

Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services

The Head of Business Improvement and Head of Financial Services have submitted a report which seeks project approval to retender for the Council's core financial systems and delegate authority to award the contract on the basis of the most economically advantageous bid.

Officer Recommendations: That the City Executive Board resolves to:

1. **grant project approval** for the retendering of the Council's core financial systems; and
2. **delegate authority to** the Head of Business Improvement and Head of Financial Services to award the contract for a new Finance System on the basis of the most economically advantageous bid.

12 FLAG FLYING - ADDITION TO PROTOCOL

49 - 50

Lead Member: Councillor Price, Executive Board Member for Corporate Strategy and Economic Development

The Head of Law and Governance has submitted a report which seeks approval to add two occasions to the protocol for regular Flag Flying. These dates are:

- Victory in Europe Day (VE day) – 8 May
- Victory in Japan Day (VJ day) – 15 August

Officer Recommendations: That the City Executive Board resolves to:

1. **Agree** to add the regular flying of the Union Flag from the flag pole above the 1930s extension to the Town Hall on VE day, 8 May and VJ day 15 August.

13 PLANNING - ANNUAL MONITORING REPORT (AMR)

51 - 130

Lead Member: Councillor Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services

The Head of Planning and Regulatory Services has submitted a report which seeks approval of the Annual Monitoring Report for publication.

Officer Recommendations: That the City Executive Board resolves to:

1. **Approve** the Annual Monitoring Report 2014/15 for publication.
2. **Authorise** the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

14 SALE OF CITY FARM, GARSINGTON

131 - 136

Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health

The Head of Housing and Property has submitted a report which seeks approval for the sale of City Farm, Garsington which is held as a General Fund investment asset.

Officer Recommendations: That the City Executive Board resolves to:

1. **approve** the sale of City Farm on the basis of the valuation set out in Appendix 3; and
2. **delegate authority to** the Executive Director for Regeneration and Housing, in consultation with the Executive Lead Member, the Chief Executive, the Monitoring Officer and the s151 Officer, to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

15 MINUTES

137 - 148

Minutes of the meeting held on 15 October 2015

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 15 October 2015 as a true and accurate record.

16 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART TWO **MATTERS EXEMPT FROM PUBLICATION**

17 CONFIDENTIAL APPENDIX: SALE OF CITY FARM, GARSINGTON

149 - 150

Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health

This is exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- Commercial affairs of the Council.

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.

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To: City Executive Board

Date: 12 November 2015

Report of: Scrutiny Committee

Title of Report: Planning – Annual Monitoring Report

Summary and Recommendations

Purpose of report: To present recommendations from the Scrutiny Committee on the Planning Annual Monitoring Report

Key decision? No

Scrutiny Lead Member: Councillor Craig Simmons

Executive lead member: Councillor Alex Hollingsworth , Board Member for Planning, Transport and Regulatory Services

Policy Framework: Targets measured here are set to deliver policies in the Core Strategy. Some of these policies link to targets within key strategies in the policy Framework including the Corporate Plan

Recommendation of the Scrutiny Committee to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the following recommendations:

1. That the Council includes the following two new indicators when considering the effectiveness of planning policies contained within the Oxford Local Development Plan

a) Number of units of affordable housing to rent built on Council owned land

b) The amount of land freed up for affordable housing development through change of use

Introduction

1. The Scrutiny Committee reviewed the Planning Annual Monitoring Report at its public meeting on 2 November 2015. The Committee would like to thank Councillor Hollingsworth and Mark Jaggard for presenting this item.

Summary and Recommendation

2. The committee discussed performance and some of the external barriers to achievement. The debate particularly focused on housing including land

availability and the delivery of affordable housing for rent, student accommodation including the effects of students living in the private rented sector has on availability and price and the balance between land available for economic development and housing including the relationship between jobs and places for people to live.

3. The committee discussed the relevance of some of the indicators and achievement levels set and agreed with officers and the Board Member that in some areas challenge was required. Scrutiny members agreed that they would like consideration to be given to two new indicators when the opportunity arises. These are included within the recommendations.

Name and contact details of author:-

Pat Jones on behalf of the Scrutiny Committee
Committee and Member Services Manager
Law and Governance
Tel: 01865 252191 e-mail: phjones@oxford.gov.uk

List of background papers: None

Version number: 0.2

To: City Executive Board

Date: 12 November 2015

Report of: Executive Director, Community Services

Title of Report: Northway and Marston Flood Alleviation Scheme

Summary and Recommendations

Purpose of report: To seek project approval for the Northway and Marston Flood Alleviation Scheme.

Key decision: Yes

Executive lead member: Cllr Ed Turner (Finance, Corporate Asset Management and Public Health) and Cllr John Tanner (Climate Change and Cleaner, Greener Oxford)

Policy Framework: Corporate Plan priorities- Cleaner, Greener Oxford, Vibrant and Sustainable Economy, Efficient and Effective Council, Stronger and Active Communities, Meeting Housing Needs.

Recommendation(s): That the City Executive Board resolves to:

1. give project approval for the scheme;
2. note the reduction in the need for Oxford City Council capital funding provision to deliver this project (a release of £1,268,000);
3. give delegated authority to Executive Director, Community Services, in consultation with the Monitoring Officer and s151 Officer, to be able to enter into any necessary funding agreements to secure the external funding for the scheme; and
4. recommend Council to resolve to include the additional budget of £928,000 for the Northway and Marston Flood Alleviation Scheme in the Capital Programme (£2,196,000 financed from external funding, £400,000 financed from Council capital).

Appendices

Appendix 1: Risk Register

Background:

1. Northway and Marston are suburbs in Oxford, situated in the north east of Oxford. They are largely residential areas with a number of open spaces. The area has been subject to regular flooding events due to fluvial and surface water flooding originating from the Peasmoor Brook and Headington Hill Tributary.
2. This project has arisen out of public concerns over a number of years about regular flooding of streets in Northway and New Marston. The issue came to a head in November 2005 when an article and photographs of flooding in Northway appeared in the Oxford Mail. While the precise cause of the periodic flooding was unknown and therefore the agency with responsibility for addressing the problem not identifiable, the City Council took the initiative as community leader.
3. In 2011 Atkins (consulting Engineer) was commissioned by the Council to carry out a flood risk study to consider the origin, extent and severity of flooding in the area. There are currently no flood defences there and the conclusion of the study is that 110 private properties are affected by a storm with a 1% Annual Exceedence Probability (AEP) chance of occurring. Of the 110 properties there are 11 at risk of flooding from events as low as 50% AEP (1 in 2 years).
4. The study considered a number of options which consisted of replacement of existing culverts with greater capacity culverts, pumping the flow around the affected area, creating floodwater storage areas in the catchment and flood warning and flood resilience measures. The report concluded that the option with the most favourable benefit/cost ratio is that of creating temporary flood storage areas in the local catchment- retaining torrential rain water runoff and releasing it slowly into the catchment.
5. This option was taken forward and developed into a Project Appraisal Report (PAR) for submission to the Environmental Agency for Flood Defence Grant in Aid (FDGiA) funding. The bid was successful and the Council received the grant allocation letter from the Environment Agency in May 2015.
6. A full time internal project manager has subsequently been appointed and a project board and project team mobilised. The Project Initiation Document has been taken to the CAMAC Board and approved for gateway 2; this allows procurement of the detailed design in order to move the project to delivery.

Project core benefit:

7. There are 110 properties at risk during a 1 in 100 year flood event in the target area of this scheme. All 110 properties will receive a benefit of reduced flood risk as a result of the measures installed by this project,

with 91 properties being completely removed from the known risk of flooding.

Project objectives:

8. To reduce the risk of flash flooding to 108 residential properties and 2 commercial properties in Northway and Marston by June 2017.
 - a. Reduce the risk to 53 properties from “very significant risk” (1 in 20 year event) to “moderate risk” (between 1 in 75 year and 1 in 200 year event).
 - b. Reduce the risk to 8 properties from “significant risk” (between 1 in 20 and 1 in 75 year event) to “moderate risk” (between 1 in 75 year and 1 in 200 year event).
 - c. Reduce the risk to 30 properties from “significant risk” (between 1 in 20 and 1 in 75 year event) to “low risk” (1 in 200 year event).
 - d. Improve standard of protection to all 110 properties at risk during a 1 in 100 year event with 91 residential properties being fully protected to a 1 in 75 year Standard of Protection (insurance break-point).
 - e. Avoid the economic risk of “doing nothing” of £319k per annum.
9. To deliver ecological improvement to Northway Field, Peasmoor Brook and Court Place Farm Recreational area by June 2017.
 - a. Create 0.3 ha of amphibian/newt habitat at Peasmoor Brook and Court Place Farm Recreational ground.
 - b. Deliver amenity and biodiversity enhancement at Northway Field with dry wild flower grass mix and bulb planting of bund.
 - c. Completion of works to high standards that will enhance the local environment with this scheme being recognised as environmental exemplar project.
10. To contribute to the enhancement of the recreational provision at Northway and Marston by June 2017.
 - a. Levelling Northway field for improved football pitch provision.
 - b. Creating wetland reserve along Peasmoor Brook on Court Place Farm recreation ground which will link with Court Place Farm Nature Reserve.

Project scope and exclusions:

11. Scope

The project seeks to address the flood risk areas identified in the 2011 Flood Risk Study- namely properties on Stockley Road, Maltfield Road, Dents Close, Corpse Lane, Westland Drive, Saxon Way, and Borrowmead Road within Northway and Marston wards.

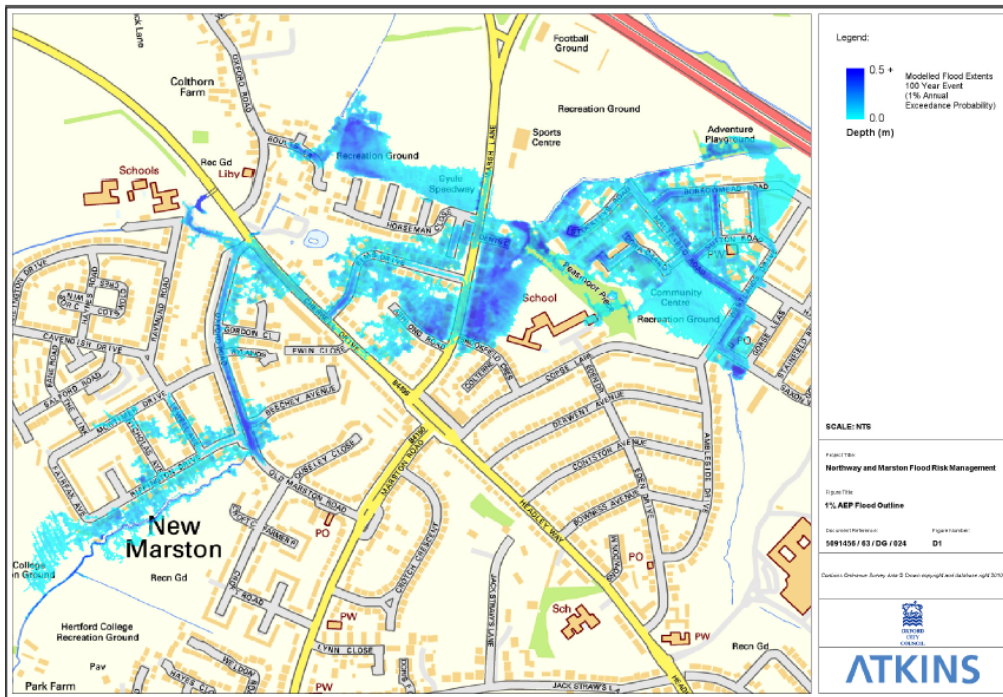


Figure 1: Flood reach outline in Northway and Marston area

In simple terms the risk of surface water flash flooding is caused by intense prolonged rainfall causing Headington Hill Culvert to breach and Peasmoor Brook to flood its banks.

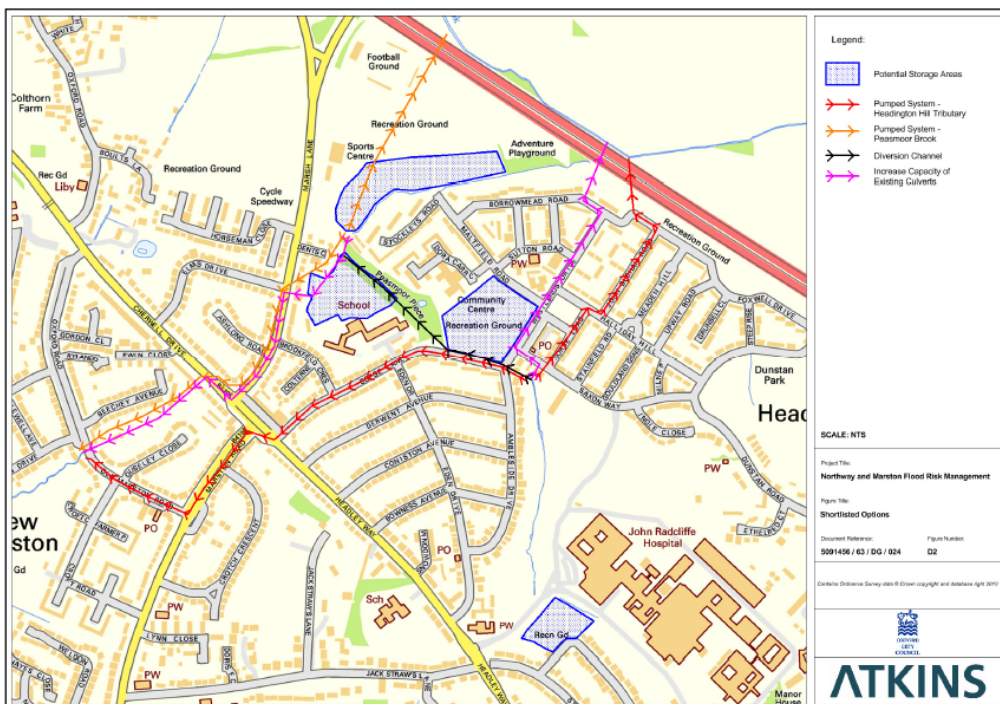


Figure 2: Flow direction within existing culverts and channels and location of options for temporary flood storage.

The scheme will predominantly use the mitigation method of temporary flood water storage to deliver the flood risk reduction benefits for residents and businesses in the area.



Figure 3: Outline of final scheme proposal including temporary flood storage at Northway Community Field and Court Place Farm (green outline) and natural embankments at Peasmoor Place and Northway Community Field.

12. Exclusions

- Flooding occurring outside target streets and not originating from the Peasmoor Brook and Headington Hill Tributary.
- Reduction of residual risk after taking mitigation action e.g. a severe flood event that exceeds a flood management design standard.
- Emergency flood response within Northway and Marston.
- Flood mitigation measures within Greensquare Dora Close Redevelopment.
- Foul and sewerage flooding issues in Northway and New Marston.

Legal issues:

13. The scheme will need to comply with the following statutory duties in its design and construction:

- Duty to consult and work with partners under the Flood and Water Management Act 2010.
- Requirements on river basin management and water quality under the Water Framework Directive 2000.
- Requirements to conserve European protected species under the Conservation of Habitats and Species Regulations 2010.
- Biodiversity duties under the Natural Environment and Rural Communities (NERC) Act 2006.

- Requirements under the Environmental Protection Act 1990 surrounding the use and disposal of waste, contaminated land and statutory nuisance (including noise).
14. Oxford City Council hold a 99 year lease for Northway Community Field with Oxfordshire County Council as the landowner. Landowner consent will be required for any works carried out on Northway Community Field and revisions to the lease will need to be agreed to reflect changes to the site after project completion.

Financial issues:

15. Initial estimates, which were made 18 months ago, put the costs of the main engineering elements of the scheme at £1,914,000. This estimate excludes the cost of wider project elements such as stakeholder engagement, landscaping and information/interpretation boards. More accurate project costs will become available once we have a detailed design for the scheme. However, given the information available and including allowance for inflation and contingencies, the project budget envelope for the scheme is £2,596,000.
16. External funding has been successfully secured from the Environment Agency of £1,596,000 (Flood and Coastal Erosion Risk Management Grant in Aid [FCERM GiA] and Local Levy) and Oxfordshire Growth Board/ Oxfordshire Local Enterprise Partnership of £600,000 (Local Growth Fund 1).
17. The securing of external funding has meant that the call on Oxford City Council capital funds can be reduced to £400,000 to cover the estimated remaining costs. When the scheme has been fully designed and costed, this internal capital allocation may need to be reviewed.
18. The scheme is in the current capital programme at £1,668,000 which was anticipated to be fully funded by Council capital resources. The external funding and the revised estimate of scheme costs mean that £1,268,000 of this funding can be released to fund other capital schemes.
19. By completing the flood alleviation scheme the Council will have removed the annual economic risk of “doing nothing” of £319,000 per annum.

Procurement:

20. The following procurement strategy has been approved for delivery of the scheme:
- Designer and quality management:- Due to the value of money, and taking into consideration the Council’s Contract Rules, it is proposed that Atkins Ltd. be appointed as a direct award via Lot 16 of the Crown Commercial Services framework RM830 (Environment &

Sustainability Advice Support & Delivery Services). The Council is legitimately able to commission a call-off contract off of this framework. The added benefit of using this framework is that the terms and conditions have already been established.

- Civil Engineer: - As the proposed works are well within the capability and capacity of Direct Services, the Council's own Highways and Civil Engineering team will undertake the role of principal contractor. Once Direct Services have been commissioned any specialist works that cannot be undertaken directly by Direct Services will be sub-contracted with contractors working under Direct Services. Any appointments will follow a compliant process in accordance with the Council's Contract Rules. Atkins will be retained as external quality manager to oversee the construction phase of the project.

Environmental impact:

21. The scheme will result in the creation of habitat via the natural planting of bunds on Northway Community Field and the creation of a 0.3 hectare wetland reserve at Court Place Farm Recreation Ground. This will assist to improve these reaches to Good Ecological Status.

Level of risk:

22. Please see the risk register Appendix 1.
23. An Outline Risk Assessment has been carried out for the submission of the bid to the Environment Agency which has categorised the overall project risk as medium.
24. An initial Designer's Risk Assessment has been carried out with no unacceptable risks identified. A Public Safety Risk Assessment (PRSA) will be conducted during the detailed design phase.
25. The main risks to the Council by giving project approval include:
 - a. Not securing external funding- mitigation: keeping to the grant conditions;
 - b. The scheme does not deliver the required outcomes- mitigation: careful design and construction management led by specialists in this field;
 - c. Cost over-runs- mitigation: significant build and client contingencies are included in the budget (circa 30%).

Equalities impact:

26. This project has been reviewed for equalities impact and the conclusion is that this project has low impact on equalities and thus does not need to undertake an Equalities Impact Assessment.

27. The flood reduction benefits delivered by this project may result in reduced insurance costs which could benefit lower income households. Equalities impact will be kept under review to ensure equality of access to the benefits from the scheme wherever possible (e.g. the pathways of the wetland reserve).

Public involvement:

28. The communities of Northway and Marston were engaged extensively in 2012 in an attempt to gain an accurate picture of flood events in the area. The proposed scheme is well supported by local Members. We will be working with the local community over the next few months to set out proposals, understand and address any concerns around this project.

Conclusion:

29. To conclude, it is recommended that the Council lead this project and for officers to ensure that it demonstrates value for money whilst being externally funded. It is recommended also that the project provides strong local benefit and is designed sympathetically providing enhancement to the local area.

Name and contact details of author:-

Name: Helen Vaughan-Evans
Job title: Northway and Marston Flood Scheme Project Manager
Service Area / Department: Environmental Sustainability / Communities Directorate
Tel: 01865 252156 e-mail: hvaughanevans@oxford.gov.uk

Background papers:

For more information please see <http://www.oxford.gov.uk/nandmfloodproject>

Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R001	15-Jan-15	N&M FAS	Environmental	Contamination requiring disposal of material off site and requirement for clean material fill and therefore Increased costs to project.	2	4	8	Soils investigation and testing. Historical searches, testing of material from boreholes, early consultation with appropriate people. Specialist advise to review asbestos found to be present at Peasmoor Brook. An allowance has been made for some removal and offsite disposal.	29-Jan-16	Simon Fox, Atkins	1	2	2	Open	27-Oct-15
R002	15-Jan-15	N&M FAS	Technical, operational and infrastructure	Service stick or need to divert services	3	4	12	GPR surveys and trial digs to confirm service locations and depths. Plan works to account for services risk. Early liaison with utility companies to establish working boundaries and diversions if required.	31-Mar-16	Simon Fox, Atkins Helen Vaughan-Evans Shaun Hatton	2	4	8	Open	27-Oct-15
R003	15-Jan-15	N&M FAS	Strategic & commercial	Flood occurs before works completed	3	5	15	Accelerated programme delivery being adopted. Frequently consultation updates to manage public expectations.	30-Jun-17	Helen Vaughan-Evans	3	3	9	Open	27-Oct-15
R004	15-Jan-15	N&M FAS	Environmental	Environmental impact associated with preferred option	2	2	4	All statutory stakeholders consulted. Environmental mitigation will be captured in Environmental Action Plan and followed. Gain full stakeholder buy-in to solutions early on.	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins Shaun Hatton	1	1	1	Open	27-Oct-15
R005	15-Jan-15	N&M FAS	Economic, financial & market	Inability to secure funding from the partnership	3	3	9	Negotiation with potential contributors	31-Aug-15	Helen Vaughan-Evans	2	3	6	Closed	27-Oct-15
R007	15/01/2015	N&M FAS	Strategic & commercial	Planning permission not secured	2	5	10	Pre-application discussions to secure in principle approval	31-May-16	Helen Vaughan-Evans	1	5	5	Open	27-Oct-15
R008	14/11/2014	N&M FAS	Economic, financial & market	Increases costs through delays because of objections to planning and could result in funding being removed	4	5	20	Early consultation and good communication with the public is important. Close liaison with landowners carried out to understand their needs. Continue liaison with stakeholders and address concerns, but communicate limitations on funding.	31-May-16	Helen Vaughan-Evans	3	3	9	Open	27-Oct-15
R009	14/11/2014	N&M FAS	Technical, operational and infrastructure	Project requires removal of trees- TPOs cause delays to project and change in design	2	4	8	Early discussions with councils and mitigations identified. Review of magic map to check for designations, Check for any issues once design finalised. Consider in design - aim to minimise tree removal anyway	19-Dec-15	Helen Vaughan-Evans Simon Fox, Atkins	1	2	2	Open	27-Oct-15
R010	14/11/2014	N&M FAS	Technical, operational and infrastructure	Archaeological discovery causing construction delayed for archaeological excavation	2	4	8	Survey prior to the works beginning. Magic Map search, Geophysical survey to scan for archeology. Complete survey. Discussions with County Archaeologist	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	1	4	4	Open	27-Oct-15
R011	14/11/2014	N&M FAS	Technical, operational and infrastructure	Compound sites restrictive and access limited causing longer site duration	3	3	9	Ensure this is considered as part of the design to minimise impact. Support from landowners for scheme. Early contractor involvement to identify locations; council owned land available. Early discussions with local landowners.	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	2	2	4	Open	27-Oct-15
R012	14/11/2014	N&M FAS	Technical, operational and infrastructure	Requirements for seepage control could increase costs significantly. Needs timely investigation in order to design / reconsider project	2	4	8	Ensure that if identified during SI careful consideration is given to the design. Carry out geotechnical investigation as part of detailed design	31-Jan-16	Simon Fox, Atkins	2	2	4	Open	27-Oct-15
R013	14/11/2014	N&M FAS	Technical, operational and infrastructure	Unforeseen ground conditions causing delays to programme once on site	2	4	8	Ensure process in place to deal with this quickly and efficiently to minimise delays. SI to be carried out. Take account in design and involve contractors in planning timing of works. Investigate ground conditions.	31-May-16	Simon Fox, Atkins Helen Vaughan-Evans	1	2	2	Open	27-Oct-15

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Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R014	14/11/2014	N&M FAS	Technical, operational and infrastructure	Security and vandalism causing cost of replacement and / or repair, potential impact on programme	2	2	4	Public support for the scheme. Consider security on site if perceived to be a risk once on site - cost impacts assume only minor damage caused so mitigation will not be cost effective.	30-Sep-16	Helen Vaughan-Evans Shaun Hatton	1	2	2	Open	27-Oct-15
R015	14/11/2014	N&M FAS	Technical, operational and infrastructure	Delay with acquisition of materials - finishings etc. causing delay to programme	3	4	12	Early discussions with local supplier to allow sufficient lead in time. ECI to allow time for planning to get orders in place in timely manner - mitigation accounted for in other risks	31-Aug-16	Helen Vaughan-Evans Shaun Hatton	2	4	8	Open	27-Oct-15
R016	14/11/2014	N&M FAS	Organisational, human & management	Change in key PM or/and Project Team personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	13-Sep-17	Jo Colwell	1	2	2	Open	27-Oct-15
R017	14/11/2014	N&M FAS	Organisational, human & management	Change in key Contractor personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	30-Jun-17	Jo Colwell	1	2	2	Open	27-Oct-15
R018	14/11/2014	N&M FAS	Organisational, human & management	Change in key Consultant personnel during project life causing potential for delays and increased cost	2	4	8	Ensure project team helps to bring new members up to speed. Ensure all team members are well informed in order to provided continuity if this does occur.	30-Jun-17	Jo Colwell	1	2	2	Open	27-Oct-15
R019	14/11/2014	N&M FAS	Economic, financial & market	Damage to buildings as a result of construction and use causing claims from local residents	2	4	8	Good Traffic Management, precommencement surveys and communication with property owners. Ensure care on site and consider contractor risk to ensure risk is managed. Monitor buildings prior to works to provide evidence in case of claims. Carry out survey and consider writing into contract.	30-Sep-16	Helen Vaughan-Evans Shaun Hatton	1	4	4	Open	27-Oct-15
R020	14/11/2014	N&M FAS	Environmental	Adverse weather causing delays to programme once on site	3	5	15	Review of historical information, long range weather forecast etc. Design minimises in river works. Plan works and consider flexibility.	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins	2	4	8	Open	27-Oct-15
R021	14/11/2014	N&M FAS	Environmental	Site flooding from river, surface water and groundwater causing potential for delays through changes in design and mobilisation of contractor	4	5	20	Contractor to ensure that site compounds, material and plant are located in lower flood risk areas. Regular monitoring of Agency flood warning system to be applicable. Plan works to reduce risk of delay to works.	30-Jun-15	Shaun Hatton	2	4	8	Open	27-Oct-15
R022	14/11/2014	N&M FAS	Technical, operational and infrastructure	Service diversions needed as part of works causing potential for delays through changes in design and mobilisation of contractor	4	5	20	Plan works to account for services risk: early liaison with statutory undertakers during detailed design. Continue close liaison with statutory undertakers	31-May-16	Helen Vaughan-Evans Simon Fox, Atkins	3	4	12	Open	27-Oct-15
R023	14/11/2014	N&M FAS	Legal & regulatory	Landowner agreements not received causing potential for delays to entry on site and scheme to be redesigned	3	5	15	Regular landowner consultations to advise of works scope and agree alignment and proposals. Continue liaison and address concerns, but communicate limitations on funding	31-Jan-16	Helen Vaughan-Evans	1	4	4	Open	27-Oct-15
R024	14/11/2014	N&M FAS	Environmental	Invasive species requiring treatment before works can commence which causes delay to works on site	4	2	8	Carry out survey at earliest opportunity to allow planning to remove species Survey, and inform contractor of any expected impact.	31-Jan-16	Helen Vaughan-Evans Simon Fox, Atkins	3	1	3	Open	27-Oct-15
R025	14/11/2014	N&M FAS	Economic, financial & market	Change of option post PAR causing additional design work	3	4	12	Oxford CC/EA buy in and ECI critical to ensure the construction cost and prog not increased. Continued consultation with stakeholders to gain buy in.	31-May-16	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15
R026	14/11/2014	N&M FAS	Economic, financial & market	Tweaks to existing option post PAR impacting on programme and cost causing additional design work	4	3	12	Oxford CC/EA buy in and ECI critical to ensure the construction cost and prog not increased. Continued consultation with stakeholders to gain buy in.	31-May-16	Helen Vaughan-Evans	2	2	4	Open	27-Oct-15
R027	14/11/2014	N&M FAS	Economic, financial & market	Increase in inflation above 2.5% rate assumed causing cost underestimate	3	4	12	Allowance made in risk budget	19-Dec-15	Helen Vaughan-Evans	1	3	3	Open	27-Oct-15
R028	14/11/2014	N&M FAS	Legal & regulatory	Objections from Natural England causing changes to design required to gain NE approval	4	4	16	Early and continued consultation with NE	31-Jan-16	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15

Risk ID	Date Raised	Project / Programme	Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
					P	I	Score				P	I	Score		
R029	17/09/2015	N&M FAS	Economic, financial & market	Delays to delivery of programme which causes external funding to be removed as funding is time bound (by 2017/18)	3	5	15	Early engagement with decision point approvers and consultant and contractor. Stakeholder engagement and management. Regular communication with funders. Keep contingency within OCC capital programme.	01-Jan-17	Helen Vaughan-Evans	2	4	8	Open	27-Oct-15
R030	17/09/2015	N&M FAS	Environmental	Protected species discovery causing additional mitigation to be built into design and delay to planning application and construction	4	4	16	Complete surveys as early as possible. Discussions with Natural England for licenses. Build in contingency into project plan.	15-May-16	Simon Fox, Atkins Helen Vaughan-Evans	4	2	8	Open	27-Oct-15

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To: City Executive Board

Date: 12 November 2015

Report of: Executive Director Organisational Development & Corporate Services

Title of Report: Enhancing pathways for the long term unemployed – application to European Structural & Investment Fund

Summary and Recommendations

Purpose of report: To request approval to deliver a project supporting long term unemployed people into work

Key decision Yes

Executive lead member: Councillor Susan Brown

Policy Framework:

Recommendation(s): That the City Executive Board resolves to:

1. approve the project outlined in the report.

Appendices

Appendix 1 – List of Partners

Appendix 2 – Risk Register

Appendix 3 – Equalities Impact Assessment

Background

1. The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. It seeks to achieve its aims by channelling a range of funding streams into local programmes. These include the Regional Growth Fund, the Local Growth Fund, the City Deal and European Structural Investment Funds (ESiF).

2. One of the two main ESiF programmes is the Labour Market and Community Development Programme which aims to deliver a series of measures across the county to help local people enter and thrive in the local labour market, and support local communities in tackling some of their economic, environmental and social challenges. It is split into three strands as follows; NEETS & Young People, Unemployment and meeting lower level skill gaps, and Furthest from the Labour Market.
3. In June 2015, the Oxfordshire LEP in partnership with the Big Lottery's Building Better Opportunities programme released details of a tender opportunity which targets provision for pathways to employment for the long-term unemployed. The funding call requested specialist provision across all of Oxfordshire but with a particular focus on priority areas in Oxford and Banbury. Locally, this opportunity is seen as the way in which services currently provided by Job Clubs, will continue to be delivered, although the funding available means that a more extensive service can be offered than the current provision.
4. The funding available is £1,164,000, with half provided through the LEP, and half as match funding from Big Lottery, with the successful project being delivered over three years from March 2016. The value of the project requires approval from the City Executive Board (CEB) to go forward.
5. The project requires 295 participants to be supported, with 13% of participants (39 people) to be moved into work, and the same number to move into training or education. Of the 295 participants, 147 must be unemployed (in receipt of Jobseekers Allowance) and 148 must be economically inactive (in receipt of other benefits, or not in receipt of benefits and not working). In comparison, the Welfare Reform Team have supported 30 people into work during the first six months of the year, 9 of which were economically inactive, and 21 who were unemployed. As such these outcomes are considered to be achievable, especially given the buoyant Oxfordshire economy.
6. The Council in partnership with Aspire Oxfordshire Community Partnership Ltd have developed a proposal to bid for this funding, with the Council acting as lead bidder. Bidding for this funding supports some of the key objectives in the Council's Financial Inclusion Strategy:
 - Residents will be engaged by partners to support them to learn the skills they need to obtain work
 - Residents will receive training for the type of work which is available locally, so they are best placed to obtain employment
 - Residents will be supported to overcome barriers to work
7. Having recently delivered an employment support project financed by the European Social Fund, the Council has the necessary experience to manage this opportunity. In terms of project delivery, the Council's role will be to provide governance support; expertise in audit, performance management, monitoring and evaluation.

8. Oxford City Council will not be responsible for the delivery of frontline services but by acting as the lead organisation will enable a number of local charities and social enterprises to access ESiF funding, which would have been impossible otherwise. The Council will also benefit from being able to access the services provided, ensuring they are targeted at priority areas. As the lead partner, the City Council will be responsible for managing the funding for the Partnership, and ensuring the programme's audit requirements are fulfilled.
9. To achieve the outcomes of the funding call, the Council's bid envisages employment support being offered through a partnership of community-based employment practitioner professionals, employed by a range of local organisations with a countywide reach. A list of partners is provided in Appendix 1 with a brief summary of what they will contribute to the project. The bid has been developed in collaboration with Aspire, who will lead the operational delivery of the new service. Practitioners will have a shared identity and code of Best Practice, a shared network of employers and partner agencies, common referral forms and processes, a dedicated participant database and shared communication channels and social media platform.
10. A brief summary of project activity is detailed below:
 - Regular 121 mentoring and integrative coaching and counselling to understand individual circumstances and help overcome barriers to employment and social inclusion;
 - Dedicated, expert support to address barriers around mental wellbeing, debt & the transition off benefits;
 - Proactive support to participants to access and progress through career advice, education, training, volunteering and work experience opportunities available in the county to develop work readiness;
 - Building strong relationships with local employers to raise their awareness, understanding and confidence to offer more employment opportunities to participants;
 - Offer initial in-work coaching support to help sustain the transition to employment.
11. In addition to these activities, the project will also provide:
 - Dedicated auditing and governance support as well as regular participant, community and stakeholder engagement and involvement activities. This will help local communities take greater ownership of the project and involve influential stakeholders such as local authorities and Further Education/Higher Education providers.
 - Awareness raising and relationship building activities with local employers including through Job Fairs, mental health first aid, myth

busting and awareness activities and establishing a network of Employer Ambassadors.

- Monitoring and evaluation activities to reflect on the outcomes and performance of the partnership's activities, including self-evaluation activities
12. Partners for the project were selected following a meeting hosted by the LEP at which the City Council expressed a desire to be a lead organisation and requested expressions of interest from partners wishing to deliver frontline services. The Council then hosted two further meetings to shortlist the select partners ensuring partners knew exactly what they were signing up to and that they were committed for the full three year period.
 13. There is a two stage process to apply for this funding. The outcome of the Stage One application will be determined in October 2015 with one or two applications invited to proceed to Stage Two. At this point a detailed submission will be required explaining how participants will be supported including statements describing key processes, governance arrangements, and management of the audit requirements. The successful bid will be announced in February 2016 with the project commencing in March 2016.
 14. To support the development of the bid, an application can be made to Big Lottery's Performance Development Fund. The Council has requested £35,200 from this fund to support the development of a secure database, website design, creation of common policies and monitoring procedures, and recruitment costs in advance of the project starting.

Financial Issues

15. There are no financial costs to the Council in delivering this project. Part of the funding will be used to cover the full cost of an officer at Grade 7, to carry out the duties assigned to the Council in this project. This funding is not shown in the Council's budget as the outcome of the application is still pending.
16. As the lead bidder the Council will be responsible for all the project funding, and for ensuring the project is delivered in accordance with European regulations. There is a risk to the Council in taking on this role. Funding can be withheld or clawed back if the correct procedures have not been followed and if evidence is not available for items of expenditure. A failure to deliver on outcomes is not penalised in the same way, providing we are able to clearly explain the reason for under performance. Experience gained in the last year in delivering an ESF funded project will mitigate this risk. The audit requirements were met in full for this project with no financial penalties being incurred. The risk register at Appendix 2 provides further details of the mitigating actions which will be put in place.

Legal Issues

17. Advice was provided by the Council's legal department to ensure that the project does not contravene State Aid regulations. Further advice will be required from Law & Governance in establishing the governance of the project, including the establishment of service level agreements between the Council and the partners who will receive funding.

Environmental Impact

18. The bid must meet the regulatory requirement of the ESF programme in this area (namely 1081/2006 Article 2, para 2) which requires projects to deliver sustainable development. Sustainability will be achieved by delivering the project close to where participants live through community based organisations. The only travel costs which will be reimbursed will be those relating to public transport. There is also evidence to suggest economically active people are more likely to recycle.

Level of Risk

19. A risk register is included at Appendix 2

Equalities Impact

20. An initial equality impact assessment is included at Appendix 3

Name and contact details of author:-

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Appendix 1 – ESiF Bid report - List of Partners

The table below contains all partners who will receive funding through the Council's proposal.

Aspire Oxfordshire Community Enterprise Ltd	A contracted employment, training and education provider in Oxford's homeless pathway and the county's drug/alcohol treatment and probation service. Provider of community job clubs for last 2.5 years in Oxford city.
Oxfordshire Employment Support	Provider of employment support, including through the Work Choice contract to people with long term health issues or a disability.
Refugee Resource	Support people with permission to work to access training and support to move closer to employment, and to find work.
Asylum Welcome	Assists skilled, motivated refugees with work permits, held back by language and lack of UK work experience. Teach English, arrange courses, provide advice, computer access, CV's, & help to convert foreign qualifications.
Oxford Homeless Pathways	Runs "Step Up" employment programme enabling homeless people to get training and qualifications to enter work. Specialist Benefits worker troubleshoots debt problems with all clients, and advises support staff too.
Renaissance Coaching	2.5 years delivering specialist employability services via community job clubs in Oxford, sub-contracted specialist employability provider to a Prime Work Programme provider. 5 years involvement in Coaching Psychology R&D
Restore Oxfordshire	Trained employment specialists who provide innovative rehabilitation, employment and training support for people with mental health problems.
Oxford United Community Trust	Set up and run the Oxfordshire business networking group 'United in Business'. Run regular networking events for hundreds of Oxfordshire businesses and has run grass roots community programmes in East Oxford for many years.
Oxfordshire Library Services	Provider of community based job clubs for 2.5 years in Banbury. Network of 43 libraries deliver information and access to online services, and work with other relevant partners such as Adviza.
Oxfordshire Mind	Mental Health Charity for anyone with a mental health problem to turn to for advice and support. Contracted provider of Wellbeing and Psychological (Talking Space) services in past four years.
Citizens' Advice Bureaux	Provide free, independent and quality assured advice on a range of issues, including benefits, transition from benefits to work, and managing debt. We are licensed by the Financial Conduct Authority to provide debt advice.

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ESiF Bid - Risk Assessment

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Project Monitoring	Imposition of financial penalties in the event of inadequate project monitoring	Threat	Lack of monitoring results in project expenditure not being properly recorded and/or expenditure incurred on items ineligible for ESIF funding.	Improperly recorded, or ineligible items of expenditure not reimbursed by the programme, which the Council could be liable for.	7/9/15	Paul Wilding	4	4	3	1	3	1		Bid includes funding for a FT council resource to monitor expenditure and ensure all other audit requirements are met.	Ongoing		0	Paul Wilding
Reputation of Council	Reputational damage to Council	Threat	Outcomes set out in the funding call are not met.	As lead organistaion the Council would appear responsible for objectives not ebing met, even though it is not directly delivering services.	7/9/15	Paul Wilding	3	4	2	2	2	2		Partners have been chosen who have a good track record in delivering similar services. Governance arrangements will ensure that poor performance is quickly identified and remedied.	Ongoing		50	Paul Wilding
Employment opportunities for people who are disabled	Lack of employment opporunities for disabled people may make it difficult to achieve project outcomes	Threat	Many of the target participants in the project are people with ongoing health issues or disabilities. National statistics show that	Fewer employment outcomes are achieved and project objectives are not met.	7/9/15	Paul Wilding	3	4	2	3	2	3		A key element of the project is an awareness raising campaign to bust myths about employing people with disabilities or health issues. Oxford	Ongoing		0	Paul Wilding

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Appendix 3

ESiF Bid: Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?*
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***

c. Proper appreciation of the extent, nature and duration of the proposal or decision.

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
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 project will aim to support people who are long term unemployed and furthest from the job market. This will include people with disabilities (physical and mental), refugees and asylum seekers and people who are homeless (or recently homeless). By providing services to people who are traditionally excluded from mainstream provision, the project will help to reduce inequalities in employment support provision in Oxford. However as the project can only support 345 participants, the project may have to turn down some people who come to it for help. In such an event people will be referred to help from alternative provision in the City. In addition all potential participants may benefit from the awareness raising campaign that will be undertaken, promoting the benefits of employing a more diverse workforce.

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

The project will lead to the establishment of a new employment service in Oxfordshire, promoting the benefits of employing people who often struggle to access work. An overview of the actions to be undertaken is provided in the main body of the report.

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

The project proposal has been developed in consultation with a range of providers in the city, including the ones listed in Appendix One. If the proposal is successful in getting through Stage One, a second more detailed application will be developed in collaboration with the partner organisations. At this stage, insight will also be obtained from potential participants in the project.

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

The only adverse impact is in relation to the limited numbers that the project will be able to deal with. However anyone contacting people employed in the project, will at least be given some initial advice, and referred to an alternative provider for support.

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

The requirements of European funding require data to be collected on all project participants, so there will be a detailed record of the range of people supported. A full time resource will be dedicated to the monitoring of the project.

Lead officer responsible for signing off the EqIA:

Role: Revenues & Benefits Programme Manager

Date: 7 September 2015

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

To: City Executive Board

Date: 12 November 2015

Report of: Head of Housing & Property

Title of Report: Furnished Tenancy Scheme

Summary and Recommendations

Purpose of report: To seek delegation to award a contract to deliver the Council's Furnished Tenancy Scheme.

Key decision: Yes

Executive lead member: Councillor Mike Rowley, Housing

Policy Framework: Housing Strategy.

Corporate Plan priority: meeting housing needs.

Recommendation: That the City Executive Board resolves to:

1. Delegate authority to the Executive Director Regeneration & Housing, in consultation with the Monitoring Officer and s151 Officer, to award the Furnished Tenancy Scheme contract to the supplier selected following completion of the EU-compliant open tender process described in this report, for the provision of household goods and furnishings to Council tenants.

Appendices

Appendix 1: Risk Register

Background

1. The Council manages a Furnished Tenancy Scheme which is available to most new Council tenants.
2. Tenants eligible for the scheme are given the choice of a furnished tenancy as an affordable option rather than having to purchase furnishings when first taking up the tenancy and this is funded by an addition to their weekly rent. By providing this service to new tenants this helps improve their quality of life; the sustainability of the tenancy

and the length of the tenancy. By doing so it reduces failed tenancies and repeat homelessness.

3. The current contract expires on 31 December 2015. In order to ensure the continuation of service, the Council will have to award the contract by 17 November. At the time of writing this report the tender process is still on-going, therefore it is necessary to seek delegated powers to award the contract.

Budget

4. The annual budget for the provision of this service is £331,240 per Annum which is recovered from rental income for the scheme, with the aim of this being budget neutral for the Housing Revenue Account.

Tender Process

5. An EU open tender process is being conducted using the South East Business Portal.
6. Representatives from Tenant Participation will be assisting the tender evaluation panel in analysing the product brochures and by attending supplier clarification meetings in an “observing” capacity.

Evaluation Criteria

7. The evaluation criteria was set at 70% Quality and 30% Price, with the Quality section questions seeking to examine how the tenderer will meet the service needs of the contract. The justification for having a higher quality weighting is reflective of the importance of the service required in terms furnishing properties quickly to meet the need of the tenants and avoiding potential additional costs from having to remaining in temporary accommodation for a longer period. Each question was weighted to reflect its importance and the Council’s standard 0-10 scoring mechanism was used.

Contract Rules Compliance and Financial Assessment

8. This is a call off contract. The Furnished Tenancy Team offers new Oxford City Council tenants the option of choosing items of furniture from a selected range of items, including carpets, furnishings, curtains and white goods dependent upon their property size.
9. These items are then purchased by the Council and supplied directly to the property. The tenant rents these items through an additional weekly charge in the rent for a minimum of five years.
10. A financial assessment will be carried out on the successful tenderer.

Financial Implications

11. The budget available for this contract is £331,240 per annum which equates to potential spend of £1,656,200 over the proposed five year term of the contract.
12. The furnished tenancy scheme allows for the recovery of the costs incurred, from the tenants over a period of time, which is designed to make the position cost neutral for the authority.

Name and contact details of author:-

Name: Nicky Atkin & Carolyn Devenney
Job title: Contracts & Procurement Specialist and Senior Furnished Tenancy Officer
Service Area / Department: Housing & Property
Tel: 01865 252778 e-mail: natkin@oxford.gov.uk

Background papers: None

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FURNISHED TENANCY SCHEME

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Loss of HRA monies	Loss of revenue to HRA budget due to higher than usual voids	T	No formal contractual arrangements would result in tenants not wanting to or able to stay in properties that weren't properly furnished.	High and quick turnaround of void properties, impact to quality of life for tenants and neighbours	5/10/15	Carolyn Devenney	1	1	1	1	2	1	The Council has traditionally had contractual arrangements in place since 1998 to furnish properties and the importance of continuing with this service is recognised and supported by the Council	Contract will be let in accordance with Council rules and will be managed appropriately to ensure properties are furnished to the tenants requirements.	5/10/15		100%	C Devenney
Delay to having a new contractual arrangement	Risk of no expressions of interest for new contract	T	Suppliers do not see opportunity advertised and do not submit a tender or are not interested in bidding.	The Council will have to consider granting an exemption to enter into a short term contract whilst it prepares to get back out to market.	5/10/15	Nicky Atkin	1	1	1	1	1	2	The procurement strategy has considered how the market operates. The opportunity is widely publicised. At least 10 suppliers registered interest/read documentation on the portal.	The procurement process is an open process and due to the way in which it has been advertised it will be visible to suppliers to bid. The incumbent supplier has been advised of the Council's route to market and is able to bid for the new contract. Exemption could be granted on a short term basis in the event that the Council is unable to award a new contract or utilise a pan government framework	5/10/15		75%	N Atkin
New contract price is higher than allotted budget	Contract rates are higher than the allotted budget	T	Contract prices for existing contract have largely remained static for 5yrs and it is anticipated that there will be an increase to rates for the new contract.	The Council would either have to increase the budget to meet requirements or increase the FT rental multiplier to accommodate the additional costs needed to meet the demands and to remain non-profitable.	05/10/2015	Stephen Clarke	2	8	2	8	2	8	Discussions are continuing regarding FT rental increases and budget monitoring.	Proposed contract rates will be assessed prior to award recommendation being made to assess affordability.	05/10/2015		75%	D Scholes

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To: City Executive Board

Date: 12 November 2015

Report of: Head of Business Improvement and Head of Financial Services

Title of Report: Finance Systems Tender

Summary and Recommendations

Purpose of report: To seek project approval to retender for the Council's core financial systems and delegate authority to award the contract on the basis of the most economically advantageous bid.

Key decision Yes

Executive lead member: Councillor Susan Brown and Councillor Ed Turner

Policy Framework: An efficient and effective Council

Recommendation: That the City Executive Board resolves to:

1. grant project approval for the retendering of the Council's core financial systems; and
2. delegate authority to the Head of Business Improvement and Head of Financial Services to award the contract for a new Finance System on the basis of the most economically advantageous bid.

Appendices attached

Appendix 1 - Risk Register

Summary

- 1 The Council has used Agresso from Unit 4 as its core financial system for more than 10 years. The current contract comes to an end in December 2016 after which there is no opportunity to extend. This report seeks project approval to retender the contract and delegated

authority to award the contract on the basis of the most economically advantageous bid for a period of between five and ten years from December 2016.

Background

- 2 The Council's current core Finance system is Agresso provided by the software suppliers Unit 4. It is used for:
- Accounts Receivable
 - Account Payable
 - General Ledger
 - Fixed Assets
 - Purchase Requisitions and Payment (P2P)

Additionally; the system interfaces with the majority of operational systems including Revenues and Benefits, Housing Management, Housing Repairs, Waste Management and Fleet Management.

- 3 The Council has separate solutions for
- Invoice scanning (v1)
 - BACs payments (Bottomline ePay)
 - Income and Payment Management (Northgate Paris)
 - Procurement Card payments
 - Payroll and HR (Midland iTrent)
- 4 Total revenue expenditure on these finance systems is around £150K per annum for software support and maintenance.
- 5 The Council has used Agresso for more than 10 years and the current contract comes to an end in December 2016. The existing Agresso system works well and Unit 4 are one of the leading suppliers to local authorities and other public sector organisations.

Limited development of the system was undertaken during the first 5 years of the contract. Over the past four years however, the Council has had to invest in the solution to improve resilience, functionality and capability. As a consequence, the Council has had to employ external development resources (£100K pa) to provide the skills necessary to supplement internal resources.

- 6 Existing EU Procurement Rules require the authority to seek tenders for alternative suppliers. Negotiation with the existing supplier is not an eligible route to market that the authority could undertake.
- 7 There are a number of routes to procurement including :
- **Open competition (open or restricted procedure)** – this will require the authority to prepare a specification which is generic and not specific to Agresso. There is a cost to tendering which would be higher than if we go down the framework route.

- **Framework** – frameworks provide the ability to run a mini tender with suppliers who have already been checked for financial standing and ability to deliver the contracts. However there are limited frameworks available for this type of procurement and hence the open competition route will be preferred.

Financial Systems Tender

- 7 The core functions covered by the contract with Unit 4 (as shown at para 2 above) are in scope for the financial systems tender.
- 8 Additionally, all other finance related systems (as set out at para 3) will be considered for inclusion in the tender based on their potential to integrate with a new solution and current contract terms. This is in line and consistent with the recommendations arising from the Applications Rationalisation Review.

Legal Issues

- 10 There are no known legal issues. The procurement of updated financial systems is being carried out in accordance with the Public Procurement Regulations 2015.

Financial Issues

- 11 The ongoing software support and maintenance cost of the financial systems will be managed within existing revenue budgets.
- 12 The overall value for money assessment for the procurement will incorporate the cost of change.
- 13 The scale of any implementation and migration project will vary considerably depending on the solution chosen. If the procurement process results in a decision to replace Agresso then the typical timescale for procurement and implementation would be 12 to 18 months. It is therefore possible that a full implementation will not be completed until 31 March 2017. Should this be the case; a short term contract extension with Unit4 may be required. There is provision in the procurement rules to facilitate this should it be necessary.
- 14 The one off cost of migration and implementation of a new system could be in the order of £300K including project management and backfilling of key staff. A budget bid to cover this will be included as part of the Council's Medium Term Financial Plan refresh.
- 15 The intention is to name other local authorities on the procurement with a view to reducing the costs.

Risk Implications

- 16 The risks associated with this project are shown in Appendix 1

Environmental Impact

- 17 There are no specific environmental impacts.

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Financial Systems Retender

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Skills	Insufficient breadth and depth of skills implement the chosen solution	threat	limited skills in some Finance or ICT technical areas or single points of resource for key applications	unable to resolve operational issues for live services; slow progress on development projects	ongoing	Head of Service Finance, Chief Technology and Information Manager	3	3	3	3	2	2	skills required will depend on the solution selected; if a new finance system is chosen then extensive training will be needed for systems administration and finance staff as well as end users	monitor procurement and include training and implementation skills; Review skill levels required if HR/Payroll is brought inhouse (currently hosted and managed by Midland)	June 2016	not started	0	Chief Technology and Information Manager	
Budget	Unable to fund migration project required to implement proposed solution	threat	Lack of budget planning or unforeseen costs mean budget is exceeded	Service levels reduced, integrity of financial systems is compromised and project is delayed	ongoing	Head of Service Finance, Chief Technology and Information Manager	2	3	2	3	2	2	if a new finance system is selected the migration costs are estimated to be £300K	identify potential budget requirement and make initial transformation bid	March 2016	not started	0	Chief Technology and Information Manager	
Capacity	Unable to deliver new Finance Systems with existing ICT and Finance resources	threat	Insufficient resource to meet demands and timescales of business users / service plans	Finance systems not able to respond to needs of business areas; reduced confidence in Finance and ICT	ongoing	Chief Technology and Information Manager	2	3	2	3	2	2	if a new finance system is selected then additional resource will be required to manage the migration	continue with training plan for ICT team; maintain joint Finance and ICT working group beyond current project work	ongoing	in progress	20%	Chief Technology and Information Manager	
Capacity	Unable to deliver the chosen solution by December 2016	threat	a new finance system is selected that requires a major migration project	negotiate an extension of the current Agresso contract	Sept 2015	Chief Technology and Information Manager	3	3	3	3	2	2		obtain cost for contract extension in advance of procurement for new system	Dec 2015	in progress	10%	Chief Technology and Information Manager	
Technology	Service does not keep pace with technology and industry developments	threat	Too much focus on operational service means strategic ICT issues and trends not considered in service design	New opportunities for service improvement and smarter ways of working are missed	June 2015	Chief Technology and Information Manager	2	2	1	1	1	1		ensure that specification is technology agnostic and that bidders are required to give evidence of the benefits that their solution will bring	June 2016	not started	0	Chief Technology and Information Manager	

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To: City Executive Board
Date: 12 November 2015
Report of: Head of Law and Governance
Title of Report: Flag Flying – amendment to protocol

Summary and Recommendations

Purpose of report: To add two occasions to the protocol for regular Flag Flying. These dates are:

- Victory in Europe Day (VE day) – 8 May 8
- Victory in Japan Day (VJ day) – 15 August 15

Key decision: No

Executive lead member: Councillor Price, Board Member for Corporate Strategy and Economic Development

Policy Framework: None

Recommendation(s): That the City Executive Board resolves to:

1. Agree to add the regular flying of the Union Flag from the flag pole above the 1930s extension to the Town Hall on VE day, 8 May 8 and VJ day 15 August 15.

Background

1. On 9 July 2015 the City Executive Board agreed a refresh of the arrangements to fly flags on the 3 flag poles available to the City Council. These arrangements included 3 processes:
 - a list of dates and occasions when flags will be regularly flown
 - arrangements delegated to the Head of Law and Governance to consider “one-off” requests to fly flags on other occasions

- seeking approval from the City Executive Board to any additional requests to fly flags on regular occasions.

2. This report seeks approval to fly flags regularly on 2 additional occasions.

Request

3. In line with the protocol arrangements Councillor Price and Councillor Clarkson have requested that the City Executive Board agree to fly the Union Flag from the flag pole above the 1930's Town Hall extension on VE day and VJ day. These are nationally recognised days of remembrance and reflection.
4. Flags have been flown on these occasions as one-off requests previously and agreement to this request would secure the dates in the regular calendar of events going forward.

Legal Issues

5. None

Financial Issues

6. None

Risk implications

7. There are no risks associated with this decision

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To: City Executive Board
Date: 12 November 2015
Report of: Head of Planning and Regulatory Services
Title of Report: Annual Monitoring Report 2014/15

Summary and Recommendations

Purpose of report: To approve the Annual Monitoring Report for publication.

Key decision? No

Executive lead member: Councillor Alex Hollingsworth, Board Member Planning, Transport and Regulatory Services

Policy Framework: The Annual Monitoring Report is a statutory requirement providing information as to the implementation of the Council's Local Development Scheme and the extent to which the policies set out in the Council's Local Plan and Supplementary Planning Documents are being achieved. The scope of those policies is wide and encompasses all of the Council's corporate priorities.

Recommendation(s): That the City Executive Board resolves to:

1. Approve the Annual Monitoring Report 2014/15 for publication.
2. Authorise the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

Appendix 1: Annual Monitoring Report 2014/15

Appendix 2: Risk Assessment

Background

1. The Annual Monitoring Report (AMR) 2014-15 is the City Council's eleventh AMR. It assesses the effectiveness of planning policies contained within Oxford's Local Development Plan. The AMR covers the period 1 April 2014 to 31 March 2015 and is a factual document.

2. Section 113 of the Localism Act requires Local Planning Authorities to publish monitoring reports at least yearly in the interests of transparency. Regulations require this monitoring information to be made available online and in council offices as soon as possible once the information becomes available.
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 2014/15 Annual Monitoring Report

4. The performance of planning policies is monitored using a traffic-light approach. Performance in 2014/15 is summarised in Table 1.

	GREEN Targets and objectives have been met, or data indicates good progress towards meeting them.	AMBER Limited progression towards meeting targets / insufficient information to make an assessment.	RED Data indicates under-performance against targets and objectives.
Vibrant Sustainable Economy	5 (55.5%)	3 (33.5%)	1 (11%)
Meeting Housing Needs	8 (61.5%)	4 (30.5%)	1 (8%)
Strong Active Communities	5 (62.5%)	3 (37.5%)	0 (0%)
Cleaner Greener Oxford	11 (92%)	1 (8%)	0 (0%)

Table 1: Summary of performance against targets 2014/15

5. Overall performance in 2014/15 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.
6. One economic indicator scored red in the 2014/15 monitoring year (Indicator 2). This was due to the permanent loss of a key protected employment site due to national changes to permitted development rights. However, on 28 March 2015 the City Council successfully brought into force an Article 4 Direction which removes the ability to convert these sites to residential uses without the need for planning permission. This should result in the target of no loss of key protected employment sites being met in future monitoring years.
7. In the 2014/15 monitoring year, 332 (net) dwellings were completed in Oxford. This represents a positive increase in comparison to recent years.

8. The dwelling completions from the start of the Core Strategy period (2006) to 2014/15 totalled 3,460. The expected figure was 3,600 dwellings. This is just 140 fewer completed dwellings than might have been expected. This shortfall is expected to be made up within the next few years when completion rates are forecast to increase.
9. 17 affordable dwellings were completed in the 2014/15 monitoring year. Whilst this is disappointing, the situation is expected to improve in future monitoring years as existing planning permissions are built out, particularly on some of the larger sites. Planning permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at Barton Park, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council's own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As more permissions begin to be completed in the next few years they will significantly boost the supply of affordable housing in Oxford.
10. The City Council also received £217,351.60 towards affordable housing provision through s106 agreements in 2014/15. This money will be used to provide affordable homes in the city in line with the City Council's Housing Strategy.
11. Changes to legislation and national policy and guidance mean that it is has been challenging to secure additional affordable homes and financial contributions towards affordable housing through planning permissions in 2014/15 (Indicators 14 and 15). Changes to permitted development rights alone have resulted in a loss of 32 affordable homes that would normally have been secured in 2014/15.
12. 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. 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. Applications for new or redeveloped academic floorspace will be assessed on this basis. All of the new academic floorspace permitted in 2014/15 (Indicator 6) complied with this requirement.
13. In the 2014/15 monitoring year, Oxford University had 2,910 students living outside of university provided accommodation, within the Core Strategy Target. Oxford Brookes University had 3,451 students living outside of university provided accommodation in 2014/15. This was due to a temporary reduction in the number of university provided accommodation places available, as halls at Harcourt Hill were redeveloped and refurbished, and there was also a drop in the number of places available under the university owned and managed housing scheme. Oxford Brookes has taken steps to resolve these issues by

increasing the number of university provided accommodation places available in the current 2015/16 academic year.

14. Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of the city.
15. Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15 monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015 and work has now commenced on site. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that further reserved matters applications will be submitted during the 2015/16 monitoring year.
16. Good progress was made on producing a range of planning policy documents during the 2014/15 monitoring year. The Northern Gateway Area Action Plan (AAP) was adopted on 20 July 2015. The Diamond Place Supplementary Planning Document (SPD) and a revised Statement of Community Involvement were also adopted on 9 July 2015. Work also commenced on a Design SPD, with initial consultation taking place 27 February to 17 April 2015. Work on this document has continued into 2015/16.

Legal Issues

17. The preparation and publication of the AMR is a statutory requirement.

Financial Implications

18. There are no financial implications arising from this report.

Environmental Impact

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

Level of Risk

20. 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

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

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Annual Monitoring Report

1 April 2014 - 31 March 2015

Published November 2015



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Introduction

Delivering a world class city for everyone

- 1.1 The City Council's ambition, developed with partners including local businesses, community organisations, health and education sectors and the County Council, is to make Oxford a world-class city for all its citizens. Planning plays a key role in helping to deliver this, by seeking positive improvements in the quality of Oxford's built, natural and historic environments, as well as in the quality of life of local people. Planning is essential to ensuring that Oxford has the homes, jobs and infrastructure necessary to make this vision a reality.
- 1.2 The Annual Monitoring Report (AMR) reviews how effective our planning policies and processes are in helping to achieve this vision¹. Regularly reviewing the effectiveness of our planning policies helps us to ensure that progress is being made towards achieving our goals. 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.

How performance is assessed

- 1.3 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 target 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.

¹ The documents that comprise Oxford's Local Plan are listed as Appendix 1.

Key Messages 2014/15

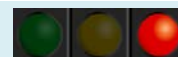
Vibrant Sustainable Economy



5 (55.5%)



3 (33.5%)



1 (11%)

- 1.4 AMR indicators show that planning policies are successfully ensuring that there is a good supply of land to support economic growth up to 2026, and that there is a sustainable distribution of employment opportunities across the city.
- 1.5 Further medical research development was permitted at the Old Road Campus in Headington in May and August 2014, which will help to support Oxford's position as a centre of excellence in this field (Indicator 6). Work on the new Westgate development commenced in February 2015 and this will transform a key part of the city centre, significantly increasing the city's retail offer in line with the West End Area Action Plan (AAP). This will serve to strengthen Oxford's position as a regional retail centre, as well as helping to attract and provide for the needs of tourists. A number of major applications for employment development are also expected in future monitoring years, including the Northern Gateway site.
- 1.6 One economic indicator scored red in the 2014/15 monitoring year (Indicator 2). This was due to the permanent loss of one key protected employment site resulting from national changes to permitted development rights. However, on 28 March 2015 the City Council successfully brought into force an Article 4 Direction which removes the ability to convert these sites to residential uses without the need for planning permission. This should result in the target of no loss of key protected employment sites being met in future monitoring years.

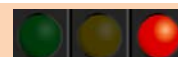
Meeting Housing Needs



8 (61.5%)



4 (30.5%)



1 (8%)

- 1.7 In the 2014/15 monitoring year, 332 (net) dwellings² were completed in Oxford. This represents a positive increase in comparison to recent years.
- 1.8 The cumulative number of dwellings completed in the nine years since the start of the Core Strategy period (2006/07 to 2014/15) is 3,460³ dwellings (net). The cumulative number of completions that might have been expected during this period is 3,600 dwellings. Therefore at the end of 2014/15 there were just 140 fewer completed dwellings than might have been expected. It is anticipated that this will be addressed within the next few years when completions are forecast to increase.
- 1.9 17 affordable dwellings were completed in the 2014/15 monitoring year. Whilst this is disappointing, the situation is expected to improve in future monitoring years as existing planning permissions are built out, particularly on some of the larger sites. Planning

² For the monitoring year 2014/15 this includes 270 C3 residential dwellings, plus student accommodation units equivalent to 62 dwellings in accordance with Planning Practice Guidance, totalling 332 net dwellings.

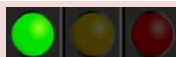
³ Includes a dwelling equivalent figure for student accommodation and C2 care homes, for the years 2013/14 and 2014/15 only, to reflect the changes introduced in the Planning Practice Guidance in 2014.

permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at Barton Park, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council's own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As more permissions begin to be completed in the next few years they will significantly boost the supply of affordable housing in Oxford.

1.10 The City Council also received £217,351.60 towards affordable housing provision through s106 agreements in 2014/15. This money will be used to provide affordable homes in the city in line with the City Council's Housing Strategy.

1.11 Changes to legislation and national policy and guidance mean that it is has been challenging to secure additional affordable homes and financial contributions towards affordable housing through planning permissions in 2014/15 (Indicators 14 and 15). Changes to permitted development rights alone have resulted in a loss of 32 affordable homes that would normally have been secured in 2014/15.

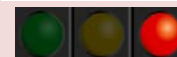
Strong Active Communities



5 (62.5%)



3 (37.5%)



0 (0%)

1.12 Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of Oxford.

1.13 Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15 monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015 and work has now commenced on site. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that further reserved matters applications will be submitted during the 2015/16 monitoring year, including the details for the first residential phase of 237 homes.

Cleaner Greener Oxford



11 (92%)



1 (8%)



0 (0%)

1.14 Oxford's planning policies are continuing to protect and enhance the natural environment, particularly areas of biodiversity importance and public open space. The policies in Oxford's Local Plan are also ensuring that heritage assets are protected for future generations to enjoy.

1.15 Significant progress on the Heritage Plan and Oxford Heritage Asset Register was made during the 2014/15 monitoring year, with both being endorsed by the City Executive Board in April 2015. The View Cones Assessment was also endorsed during the monitoring year and will assist in the process of assessing the impact of development proposals on Oxford's historic skyline.

Efficient and Effective Council

- 1.16 The City Council's Planning and Regulatory Service is working hard to deliver positive change in Oxford's built and natural environments. This includes delivering new planning policy documents to help manage change, working with other local authorities and statutory bodies under the Duty to Cooperate to consider cross-boundary issues (including Oxford's unmet housing need), and arranging developer contributions to help fund infrastructure and affordable housing delivery in the city.
- 1.17 The City Council recognises that effective community engagement is essential to good planning. In 2014/15 work was undertaken to update the Statement of Community Involvement (SCI) to emphasise the City Council's commitment to early community engagement and to reflect changes to legislation and best practice. The revised SCI was adopted in July 2015 following input from local residents and key stakeholders. The revised SCI goes beyond the minimum statutory requirements for consultation and promotes best practice in the delivery of our planning services.
- 1.18 The City Council has also been working to ensure that communities' and customers' needs are put first in the delivery of planning services. The planning policy, development management and technical services teams were awarded Customer Service Excellence accreditation on 1 June 2015 in recognition of this.

A Vibrant, Sustainable Economy

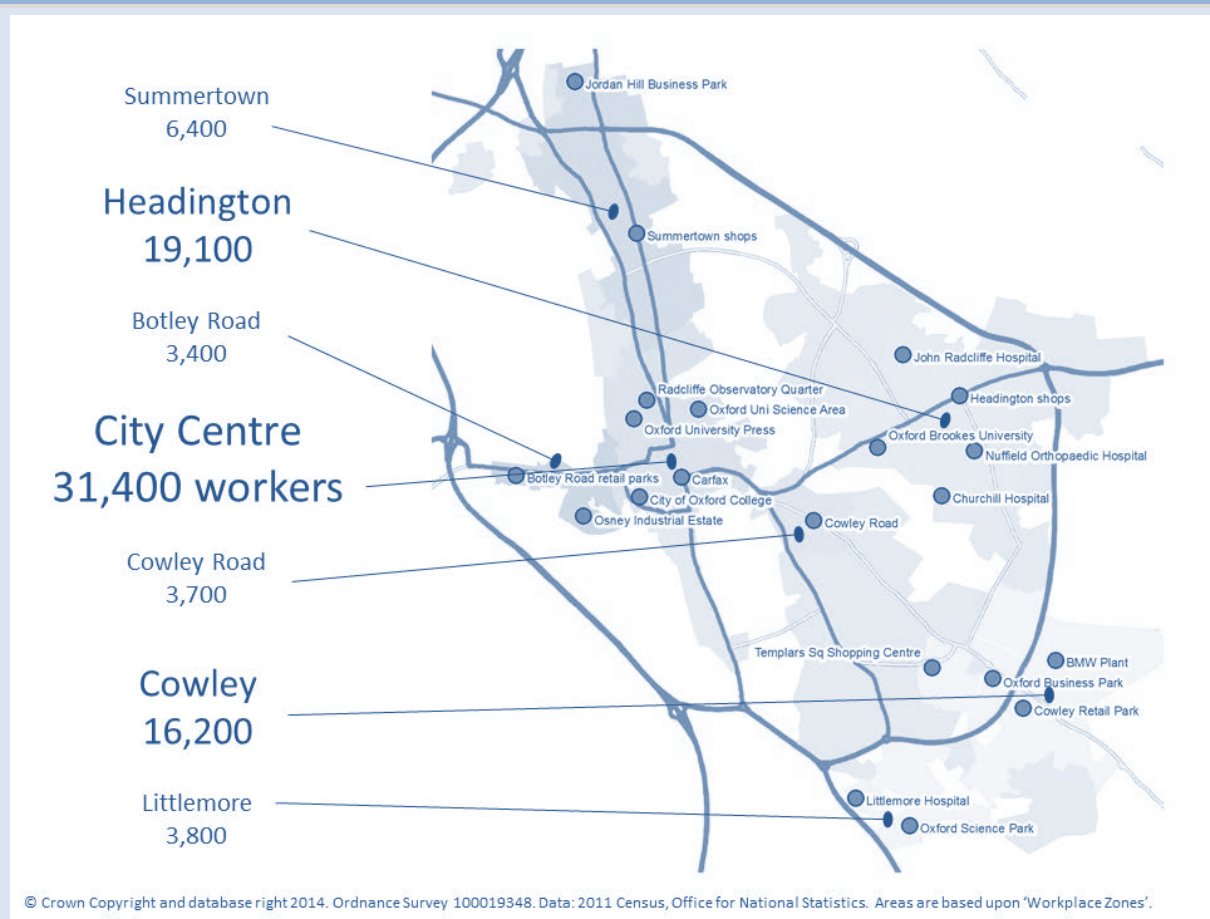
Ambition: A strong local economy, supported by effective education and training

- Approach:**
- Promoting growth of enterprise, the knowledge-based economy and jobs
 - Improving the skills of the workforce
 - Increasing the availability of land for commercial development

Snapshot of Oxford's Economy:

Number of businesses:	4,290 businesses in Oxford ⁴
Total number of jobs:	120,000 jobs in Oxford ⁵
People commuting into Oxford for work:	46,000 commuting into the city for work ⁶
Unemployment:	3,400 unemployed (3.7% of Oxford's population) ⁷
Annual number of visitors:	Oxford attracts approximately 9 million visitors per year, generating £770 million of income for local businesses. It is the seventh most visited city in the UK by international visitors.

Spatial distribution of jobs in Oxford:



⁴ ONS (2014) [UKBA01b](#) Enterprise/local units by broad industry group and GB local authority districts

⁵ Nomis Official Labour Market Statistics (2013) [Total number of jobs](#) (includes employee jobs, self-employed, government supported trainees and HM Forces)

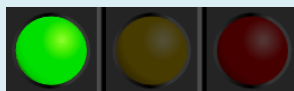
⁶ Office of National Statistics (2011) Census Data

⁷ Nomis Official Labour Market Statistics (2015) [Labour Supply April 2014-March 2015](#)

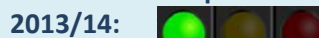
Indicator 1: EMPLOYMENT LAND SUPPLY

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

Performance against target 2014/15:



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 Offices	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	-	51.17
West End and Northern Gateway Allocated Sites (ha)	-	-	-	-	-	14.90
Existing Protected Key Employment Sites (ha)	27.42	-	26.01	109.56	11.00	173.99
Total Gross Employment Land Supply (ha)						240.06

Table 1: Oxford’s employment land supply up to 2026⁸ (allocated sites and those currently in use)

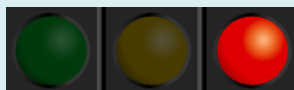
2.2 Oxford’s total gross employment land supply has decreased slightly from 240.45ha in 2013/14 to 240.06ha in 2014/15. This is due to the permanent loss of a protected key employment site which provided 0.39ha of B1a office land (Indicator 2).

2.3 Whilst the loss of this site is disappointing, it represents only 0.16% of the total employment land supply. Oxford therefore maintains a good supply of land to support economic growth up to 2026.

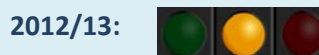
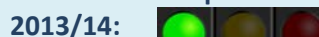
Indicator 2: EMPLOYMENT LAND LOST TO OTHER USES

Target: No loss of key protected employment sites (Oxford Core Strategy Policy CS28)

Performance against target 2014/15:



Performance in previous two years:



2.4 The Core Strategy identifies a number of key protected employment sites throughout the city to ensure a sustainable distribution of business premises and employment land and to maintain a range of potential job opportunities. It is important that these sites remain available for employment development to support a vibrant, sustainable economy.

⁸ Estimates for the West End and Northern Gateway have been included in the totals column although the exact breakdown between uses is unknown at present.

	B1a Offices	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Key protected employment land lost	0.39ha (1 site)	Nil	Nil	Nil	Nil	0.39ha

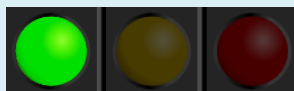
Table 2: Employment land lost to other uses 2014/15 (completed developments)

- 2.5 In the 2014/15 monitoring year, 0.39ha of key protected employment land was lost permanently to another use. This was due to the conversion of Broadfield House on Between Towns Road from B1a office to C3 residential (application reference 13/02618/B56). This application was made under the prior approval scheme introduced by the Government from 30 May 2013 to allow premises to change from B1a office to C3 residential without the need for full planning permission. This means that the City Council was unable to refuse the application on the grounds of retaining the key protected employment site.
- 2.6 In order to protect against further losses of key protected employment sites, the City Council successfully brought into force an Article 4 Direction on 28 March 2015 which removes the ability to convert these sites to residential use without the need for planning permission. This will provide extra protection for key employment sites going forward and should result in the target of no loss of key protected employment sites being met in future monitoring years.

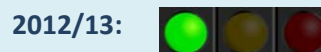
Indicator 3: EMPLOYMENT DEVELOPMENT ON PREVIOUSLY DEVELOPED LAND

Target: No employment development on greenfield land unless it has been specifically allocated for development (Oxford Core Strategy Policy CS2)

Performance against target 2014/15:



Performance in previous two years:



Application reference	Site	Type of employment development	Net additional gross internal floorspace following development	Land type
13/00174/FUL	Land adjacent/rear of 73-81 Lime Walk	B1a Office	103m ²	Previously developed land
11/02441/FUL	The Salvation Army, Albion Place	B1a Office	247m ²	Previously developed land
10/03240/FUL	The Salvation Army, Albion Place	B1a Office	650m ²	Previously developed land
Total:			1,000m ²	

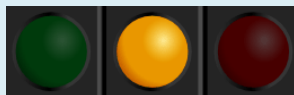
Table 3: Employment development completed 2014/15

- 2.7 Table 3 shows that all the employment development completed during 2014/15 was on previously developed land. This shows that the focus for employment development continues to be on brownfield land in accordance with the policies in Oxford's Local Plan and the National Planning Policy Framework (NPPF).

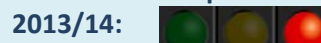
Indicator 4: EMPLOYMENT DEVELOPMENT ON ALLOCATED SITES

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

Performance against target 2014/15:



Performance in previous two years:



2.8 No Class B employment development was completed on allocated sites in 2014/15, however 1,000m² of B1a office space was completed on other, non-allocated sites in the city during the monitoring year (Indicator 3). Planning permission was also granted for a further 1,069m² of B1a office floorspace and 810m² of B1b research and development floorspace during 2014/15 which, when implemented, will also serve to strengthen the range of Oxford’s employment offer.

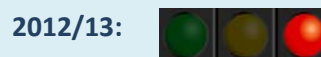
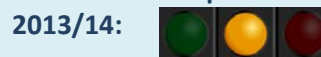
Indicator 5: PLANNING PERMISSIONS FOR NEW CLASS B1 USES

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

Performance against target 2014/15:



Performance in previous two years:



Monitoring Year	B1a Offices	B1b Research + development	B1c Light industry
2014/15	1,069m ²	810m ²	0
2013/14	263m ²	Nil	Nil
2012/13	Nil	Nil	Nil

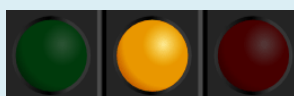
Table 4: Planning permissions granted for new Class B1 uses 2012/13-2014/15
(Net additional gross internal floorspace permitted)

2.9 Table 4 shows an increase in new Class B1 floorspace permitted in 2014/15 when compared to recent monitoring years. This is extremely positive and reflects the strengthening of local and national economies as we move away from a period of recession.

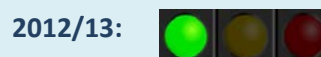
Indicator 6: LAND FOR KEY EMPLOYMENT USES

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 CS29 & CS30)

Performance against target 2014/15:



Performance in previous two years:



2.10 The hospital trusts based in Oxford and university medical schools provide significant employment opportunities within the city. In 2014/15 planning permission was granted for three new medical research developments (Table 5). 100% of this development will be located on existing sites within Headington, well exceeding the Core Strategy 50% target.

Application Reference	Description of Development	Net additional gross internal area	Located on existing sites in Headington and Marston?
14/01494/FUL (Temporary 3 year permission)	Demolition of various vacant prefabricated buildings. Retention of one prefabricated building plus the construction of 3 storey research building, catering building, 100 space car park and ancillary work for temporary period during construction of proposed Big Data Institute (BDI) building on adjacent land.	1,031m ²	YES - University Of Oxford Old Road Campus Headington
14/01586/RES	Erection of medical research building (BDI) on 3 levels plus basement and plant enclosure at roof level, together with landscaping and ancillary works ⁹ .	48,000m ²	YES - University Of Oxford Old Road Campus Headington
14/01298/FUL	Erection of first floor extension and ancillary works to Oxford Protein Production Facility.	377m ²	YES - University Of Oxford Old Road Campus Headington
TOTAL:		48,377m²	(100% on existing sites)

Table 5: Location of new hospital healthcare and medical research development permitted in 2014/15

2.11 Oxford benefits significantly from the presence of the two Universities in terms of the skills emerging from them and employment and wealth creation. In 2014/15 there were two applications for new permanent academic (university teaching and study) developments in Oxford (Table 6).

Application Reference	Description of Development	Net additional gross internal area (GIA)	Located on existing university site?
14/02399/FUL	Erection of new study centre building on 2 and 3 levels plus basement extension to existing library.	1,569m ²	YES - St Johns College
14/02143/FUL	Subdivision and change of use of existing single dwelling house to form academic offices/teaching space/seminar rooms (Use Class D1), 1 x 1 bedroom flat and 1 x 2 bedroom flat (Use Class C3).	235m ²	NO – 1 Savile Road
TOTAL:		1,804m²	(87% on existing sites)

Table 6: Location of new academic (university teaching and study) development permitted in 2014/15

2.12 Table 6 shows that 87% of the net total university teaching and study floorspace permitted in 2014/15 would be located on existing university sites. The reason that the 100% Core Strategy target was not met was the approval of application 14/02143/FUL for 235m² of academic floorspace at 1 Savile Road for use by New College. This site is outside of an existing university

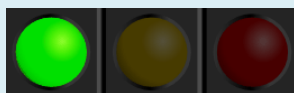
⁹ (Part reserved matters of outline planning permission 12/02072/OUT relating to plot B5, seeking approval of appearance, landscaping, scale and layout).

campus. Academic development was permitted on this site due to its location within the city centre which is characterised by colleges and other buildings and land uses associated with the University of Oxford. It was not therefore considered an inappropriate location for small scale academic development.


Indicator 7: LOCATION OF NEW 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 2014/15:



Performance in previous two years:

2013/14: 

2012/13: 

2.13 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 7 outlines planning permissions granted for new A1 retail development in 2014/15.

Application Reference	Site	Proposed Retail Development	Net Additional A1 Gross Internal Area	Within the six areas of Oxford’s retail hierarchy?
14/00542/FUL	26 - 32 St Michael's Street	Change of use of ground floor from C1 guest house to A1 retail.	49m ²	YES - city centre
14/01600/CT3	8 Underhill Circus, Barton	Change of use from D1 IT information and training centre to mixed use D1/A1 non-residential Institutions/retail.	Exact split between D1 and A1 uses not prescribed	YES - Neighbourhood Centre
14/02402/RES	Westgate Centre and adjacent land	Large scale retail-led mixed use development	62,829m ²	YES – city centre

Table 7: New A1 retail developments granted planning permission in 2014/15¹⁰

2.14 In 2014/15 three applications were granted permission for new A1 retail floorspace.¹⁰ 100% of the new A1 floorspace permitted will be located within city, district or neighbourhood centres.

2.15 Westgate is a particularly important development for Oxford. It will transform a key part of the city centre and significantly increase the city’s retail offer. This will serve to strengthen Oxford’s position as a regional retail centre, as well as helping to attract and provide for the needs of tourists. The development will also result in significant employment opportunities in the city. Works commenced on site in February 2015, demonstrating significant progress in bringing this development forward.

¹⁰ This excludes applications for small scale extensions or alterations to existing retail units.

Indicator 8: 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 2014/15:



Performance in previous two years:

2013/14:



2012/13:

**Vitality**

2.16 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 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.

	Local Plan Target	2014/15	2013/14	2012/13	2011/12
City Centre					
Primary shopping frontage	75%	78.19%	77.73%	78.57%	79.15%
Secondary shopping frontage	50%	50.00%	52.27%	51.88%	-
District Shopping Frontages					
Cowley Centre (Primary district centre)	65%	73.91%	74.73%	74.71%	74.42%
Cowley Road	65%	58.49%	50.33%	58.49%	58.49%
Headington	65%	63.39%	64.29%	63.40%	63.72%
Summertown	65%	63.00%	64.00%	64.36%	64.36%
Blackbird Leys ¹¹	N/A	N/A	N/A	N/A	N/A

Table 8: Designated Retail Frontages - Percentage of A1 retail units at ground floor level 2011/12-2014/15

2.17 As Table 8 shows, the proportion of retail units at ground floor level on Oxford's designated frontages has remained fairly consistent in recent years. Targets for the city centre and Cowley Centre are exceeded, and Headington and Summertown are very close to their targets. The exception to this is Cowley Road, which has a much higher proportion of food and drink businesses. Whilst this means that levels of retail fall below Local Plan targets, these other uses make a strong contribution to the character and vibrancy of this area.

2.18 On the 15 April 2015 new legislation came into force which will enable developments that are currently A1 retail to change to other uses without the need for planning permission in some circumstances. Whilst this legislation does not affect the 2014/15 monitoring year, it may affect performance against Local Plan targets in 2015/16 and beyond.

¹¹ Blackbird Leys is a new district centre designated by the Core Strategy and therefore targets from Saved Local Plan Policies do not apply.

Vacancy Rates

2.19 The proportion of vacant units is a key market indicator used to measure the vitality and viability of existing centres.

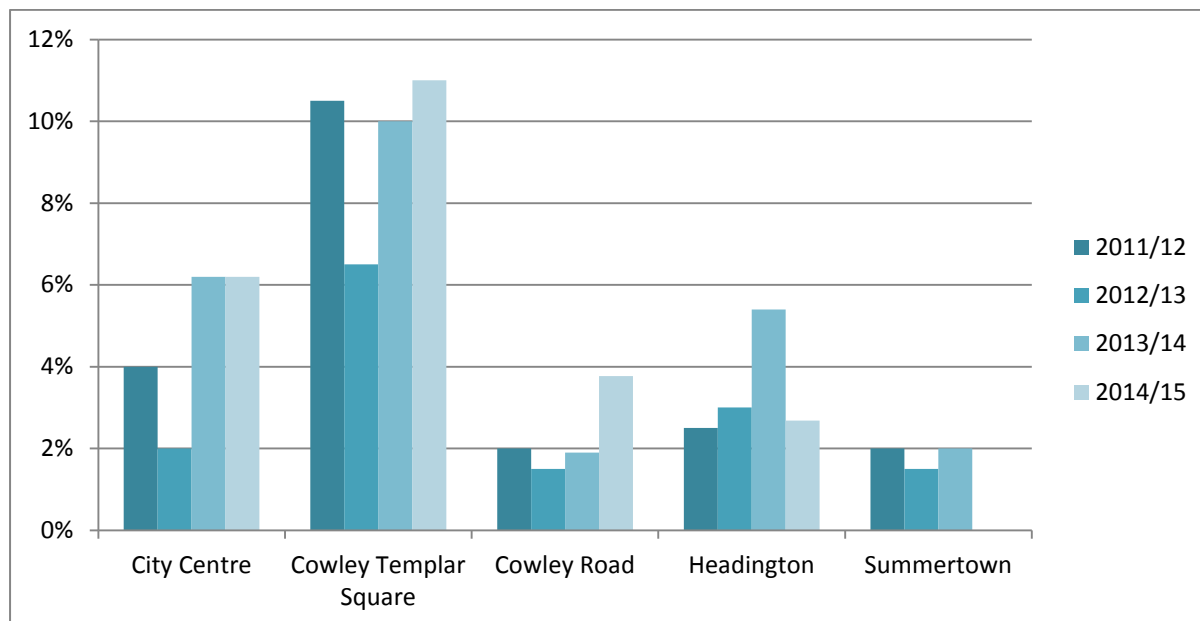


Figure 1: Designated retail frontages – proportion of vacant units 2011/12-2014/15

2.20 Figure 1 shows that there has been no change in the proportion of vacant units in the city centre when compared to the previous monitoring year. The figure remains relatively low when compared to national vacancy rates for city centres, reflecting Oxford’s strength as a retail centre. There has been some natural fluctuation in vacancy rates in the district centres, but the overall proportion of vacant units remains relatively low.

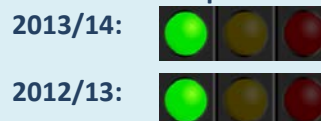
Indicator 9: SUPPLY OF SHORT STAY ACCOMMODATION

Target: Net growth in short-stay accommodation bedrooms against 2007 baseline of 2,559 serviced bedrooms (Oxford Core Strategy Policy CS32)

Performance against target 2014/15:



Performance in previous two years:



2.21 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. Figure 2 shows the net amount of short-stay accommodation bedrooms available in Oxford since the Core Strategy baseline based on completions. This takes into account new C1 short stay accommodation completed, as well as losses of C1 short stay accommodation through changes of use and demolition.

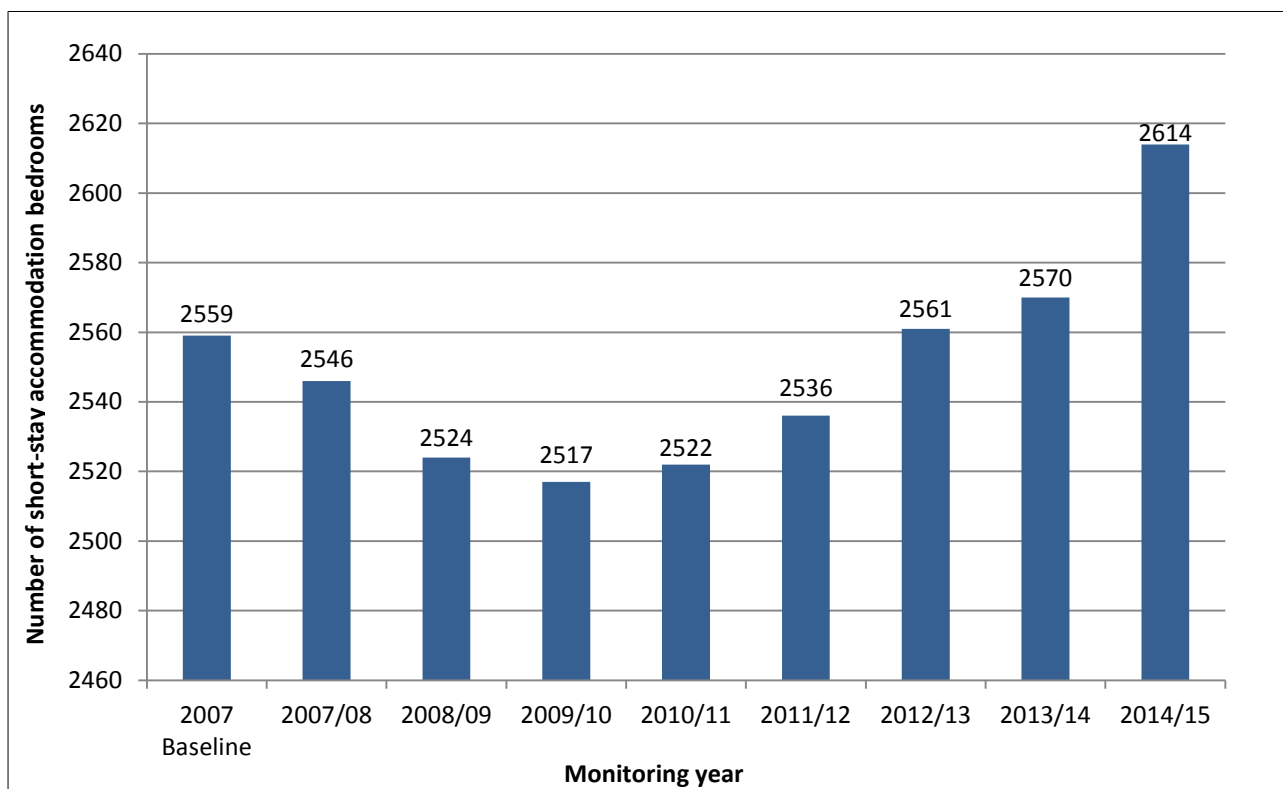


Figure 2: Supply of short stay accommodation bedrooms (completed developments) 2007/08-2014/15

2.22 There was a decline in the number of short-stay accommodation bedrooms available from 2007/08 to 2009/10, which was likely a result of the wider economic downturn. However, since 2010/11 the situation has been steadily improving, with the number of short-stay accommodation bedrooms surpassing the Core Strategy baseline for the first time in 2012/13. The 2014/15 monitoring year has shown the biggest annual increase to date, with a net increase of 44 short-stay accommodation bedrooms (Table 9). Based on these figures, there were a net total of 55 additional short-stay accommodation bedrooms available in 2014/15 in comparison to the Core Strategy 2007 baseline.

Application Reference	Site	No. proposed bedrooms	Net bedrooms following development
13/00353/FUL	91 Rose Hill	0	-6
11/00769/FUL	Red Mullions Guest House, 23 London Road	16	3
11/02404/FUL	20 - 24 St Michael's Street	22	22
10/02891/FUL	Old Parsonage Hotel, 1 Banbury Road	7	7
12/02950/FUL	Osney Arms, 45 Botley Road	11	11
N/A ¹²	Oxford Spires Four Pillars Hotel, Abingdon Road	7	7
Net total:			44

Table 9: Short stay accommodation bedroom completions 2014/15

¹² Additional bedrooms provided through internal alterations that did not require planning permission.

Meeting Housing Needs

Ambition: More affordable, high-quality housing in Oxford

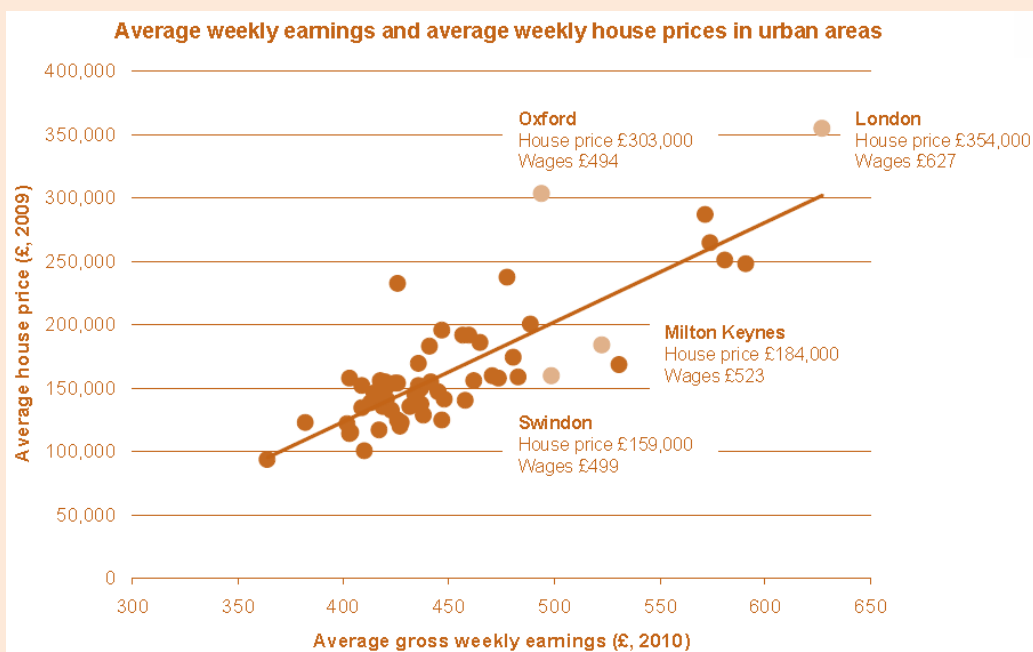
- Approach:
- Building new homes
 - Providing a high quality landlord service
 - Improving standards in the private rented sector
 - Reducing homelessness
 - Piloting direct payments and universal credit

Snapshot of Oxford's Housing Needs

Usual resident population:	158,000 (estimate June 2014)
Total number of households:	55,400 households in Oxford ¹³
Total students at Oxford University:	22,346 students at Oxford University (Dec 2014)
Total students at Oxford Brookes:	16,553 students at Oxford Brookes University (Dec 2014)
Households on the Housing Register:	3,339 households on the Housing Register (March 2015) ¹⁴
Households in temporary accommodation:	107 households in temporary accommodation (March 2015) ¹⁴
Homeless households:	114 households accepted as statutory homeless in 2014/15 ¹⁴
Average house price (median):	£315,000 ¹⁵
Housing tenure changes over time:	

Whilst the proportion who live in social rented property (rented from the 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. Over the last 20 years the proportion of Oxford households who own their home has declined from 55% in 1991 to 47% in 2011.

House price affordability:



¹³ Office of National Statistics (2011) UK Census data

¹⁴ Oxford City Council (2015) [Housing Performance 2014-15](#)

¹⁵ Oxford City Council (2015) [Housing Statistics](#)

Indicator 10: 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 2014/15:



Performance in previous two years:

2013/14: See SHLAA 2014

2012/13:



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 10 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 2014/15 monitoring year, 332 (net) dwellings were completed in Oxford. This represents a positive increase in comparison to recent years.
- 3.4 The cumulative number of dwellings completed in the nine years since the start of the Core Strategy period (2006/07 to 2014/15) is 3,460 dwellings (net). The cumulative number of completions that might have been expected during this period is 3,600 dwellings. Therefore at the end of 2014/15 there were just 140 fewer completed dwellings than might have been expected. This should be considered against the 2007/08 financial crisis which had a dramatic impact on the house building industry. It is anticipated that this will be addressed within the next few years when completions are forecast to increase.

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*
Total:	3,460

Table 10: Net additional dwellings completed since the start of the Core Strategy period

*Note: Totals for 2013/14 and 2014/15 include residential dwellings plus a dwelling equivalent figure for student accommodation and care homes, to reflect changes introduced in the Planning Practice Guidance in 2014.

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 actively seeking to boost the supply of housing.

Year	Permissions granted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	465
2014/15	1,069
Total:	4,727

Table 11: Net additional C3 dwellings permitted since the start of the Core Strategy period

3.6 Table 11 shows dwellings permitted (net) 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. It excludes outline permissions where reserved matters have subsequently been permitted to avoid double counting. This shows that there are permissions due to commence which will boost housing supply in future monitoring years, particularly with major schemes such as Barton commencing in summer 2015.

Student Accommodation and Housing Numbers

3.7 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 accommodation it releases in the housing market.” In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.

3.8 The question of the ‘amount of accommodation it releases in the market’ is not defined in the guidance and it is up to local authorities to determine. 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.

3.9 Based on local agent information, the assumption will be that five student rooms would release the equivalent of one dwelling in the housing market. In assessing the contribution of student rooms to housing delivery, the number of student rooms will therefore be divided by five establish the dwelling equivalent figure. For example, a development of 100 student rooms will be assessed as releasing 20 ‘dwellings’.

Monitoring year	Number of student rooms completed	Number of equivalent ‘dwellings’
2013/14	720	144
2014/15	312	62

Table 12: Student housing completions and equivalent ‘dwellings’ 2013/14-2014/15

3.10 Table 12 shows the number of student rooms completed during 2014/15 and the equivalent number of dwellings. In line with the PPG, this figure can be added to the 267 C3 residential dwelling completions during 2014/15 totalling 332 completions.

Housing Trajectory

3.11 The housing trajectory is a tool used to estimate the number of homes likely to be built throughout the rest of the Core Strategy period (Figure 3).

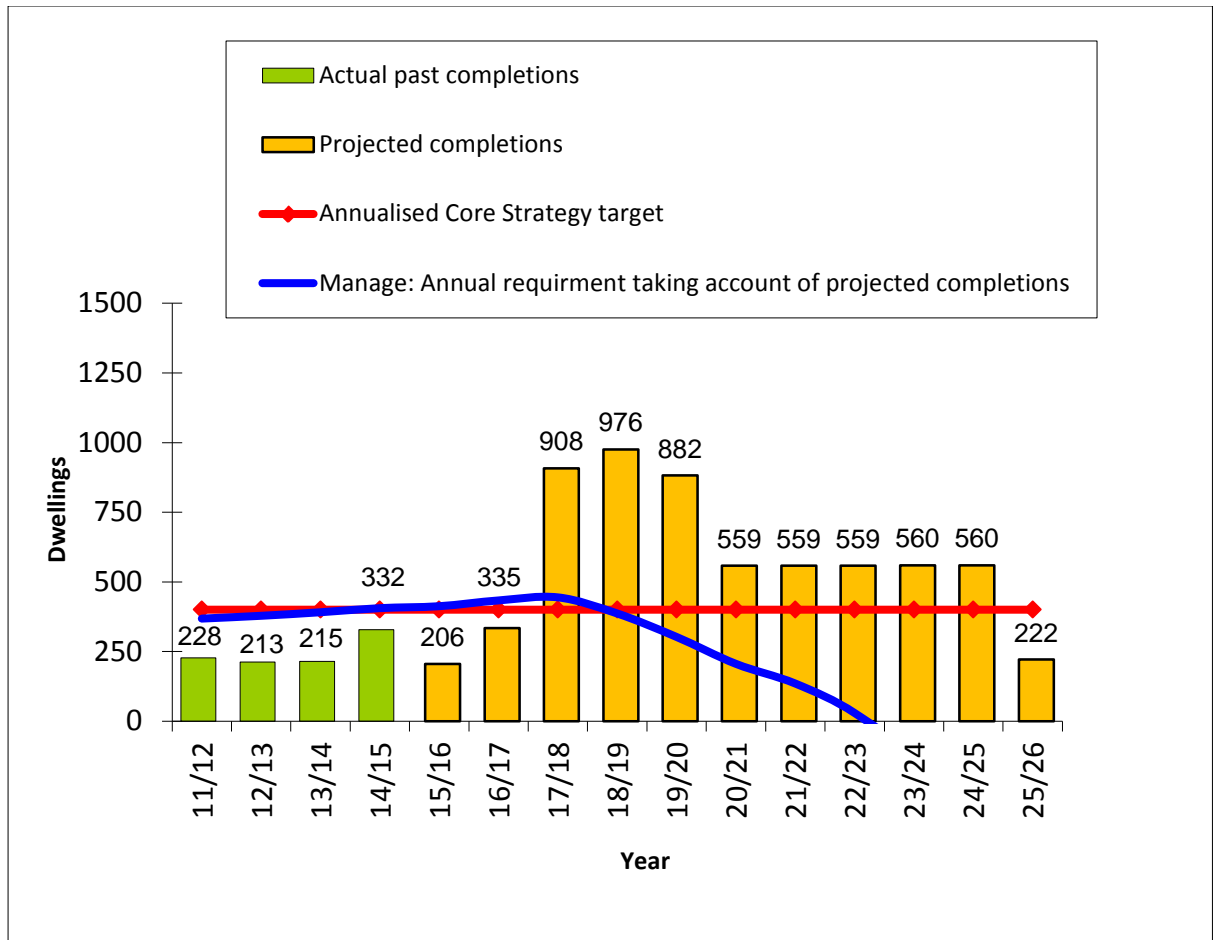


Figure 3: Housing trajectory to 2026

3.12 The trajectory shows that on the basis of the current pipeline of planning permissions and other sites expected to come forward, we are on target to meet the Core Strategy housing delivery targets. Indications are that housing completions will be exceptionally 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. Completion levels are then likely to decline back towards more recent levels as we will then be primarily reliant on smaller sites and windfall for delivery again.

Indicator 11: CHANGES OF USE FROM EXISTING HOMES

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 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

3.13 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.

3.14 In the 2014/15 monitoring year, planning permission was granted for one development that would result in the net loss of a residential unit.¹⁶ In order to protect Oxford’s housing stock, permission was only granted for a temporary period of three years. There has therefore been no permanent reduction in Oxford’s existing housing stock.

Indicator 12: RESIDENTIAL DEVELOPMENT 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 2014/15:



Performance in previous two years:



3.15 The Core Strategy seeks to promote the efficient use of land by encouraging development on previously developed land (PDL). The definition of PDL was amended in July 2010 to exclude private residential gardens. This does not mean that private residential gardens are necessarily greenfield land, as there is no formal national definition of greenfield land.¹⁷ As this target was set out when garden land was still considered PDL, the local target is monitored on that basis.

3.16 Figure 4 shows that 100% of housing completions in 2014/15 were on PDL (including garden land). 12.4% of dwellings completed were built on garden land.¹⁸ No dwellings were completed on greenfield land within the monitoring period.

¹⁶ Planning application 14/01372/FUL for the change of use of the top floor flat from residential (C3) to teaching and office space (mixed B1 and D1) at 8 Norham Gardens.

¹⁷ Since the revocation of the Town and Country Planning (Residential development on Greenfield Land) (England) Direction 2000 in 2007.

¹⁸ ‘Garden land’ includes all development within the curtilage of existing dwellings and may include land previously occupied by buildings and/or hard-standing.

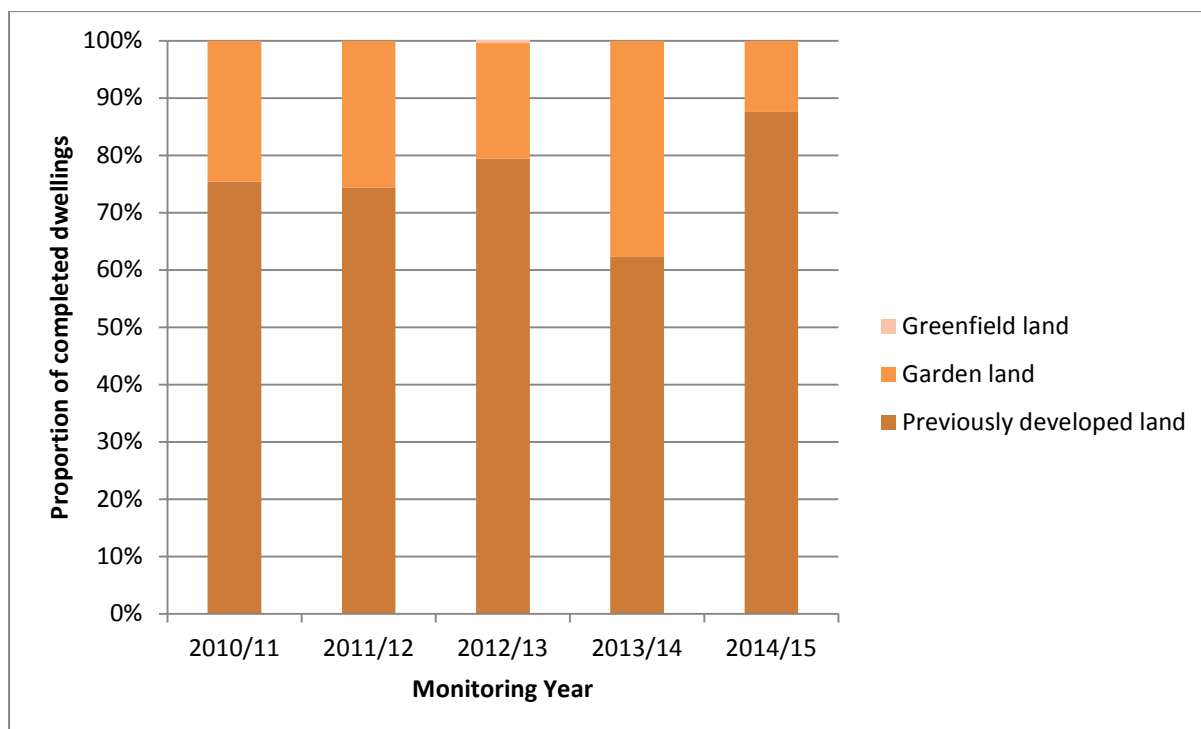


Figure 4: Proportion of dwellings completed on previously developed, garden and greenfield land 2010/11 - 2014/15

Indicator 13: AFFORDABLE HOUSING COMPLETIONS (GROSS) AND TENURE

Target: Affordable housing completions as set in the Corporate Plan. 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 2014/15:



Performance in previous two years:

2013/14:

2012/13:

3.17 There has been a long-term housing shortage in Oxford. Demand is high and availability is scarce, resulting in very high house prices. This low level of affordability puts severe strain on affordable housing provision. More affordable housing is essential to create mixed and balanced communities, for the health and well-being of residents and for the vibrancy of the local economy.

Affordable Housing Completions

3.18 The Core Strategy sets targets for the number of affordable dwellings to be delivered each year up to 2011/12. Targets for subsequent years are set in the Corporate Plan. The Corporate Plan 2014-2018 set a target of delivering 180 affordable homes for rent in 2014/15.

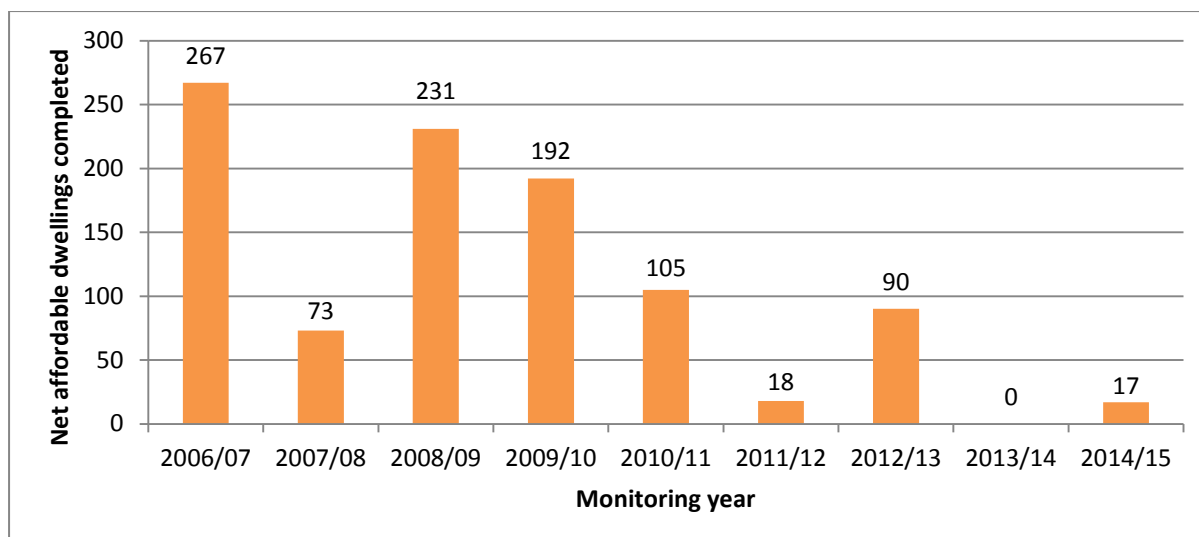


Figure 5: Net affordable dwellings completed 2006/07-2014/15

- 3.19 Figure 5 shows that 17 affordable dwellings were completed in the 2014/15 monitoring year.
- 3.20 The majority of residential developments completed in 2014/15 were on small sites of less than 10 dwellings where on-site provision of affordable housing is not required. There were only five developments of more than 10 dwellings (the policy threshold for on-site provision of affordable housing) completed during 2014/15, and four of these were undertaken using temporary permitted development rights introduced by the Government that allow changes of use from B1a office to C3 residential without the need for full planning permission. 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. This means that these applications cannot be assessed against the full range of policies in Oxford’s Local Plan and that compliance with Policy HP3 cannot be sought, resulting in no affordable housing being provided on these sites despite local policy requirements. The result of this is that the only affordable housing completed in 2014/15 was through the one development of 10 or more dwellings that wasn’t a prior approval application, and two small scale City Council developments.
- 3.21 Whilst the number of affordable dwellings completed in 2014/15 is disappointing, the situation is expected to improve in future monitoring years due to the number of planning permissions that have been granted. Planning permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at the Barton strategic site, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council’s own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As these permissions begin to be completed they will significantly boost the supply of affordable housing in the Oxford.

Affordable Housing Tenure

- 3.22 Of the 17 affordable dwellings completed in 2014/15, 12 will be available as social rented accommodation, three will be available as affordable rented accommodation and two will be available as intermediate housing (in this case shared ownership).

Indicator 14: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT

Target: 50% provision of affordable housing on qualifying sites. Contributions from commercial development where there is a need for affordable housing.

(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

Performance against target 2014/15:



Performance in previous two years:



3.23 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes.

3.24 The majority of housing permissions in 2014/15 were small scale developments and so did not meet the thresholds for applying Policy HP3.

3.25 Table 13 summarises the proportion of affordable housing provided on qualifying sites where Policy HP3 would normally apply.

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
13/03454/CT3	Elsfield Hall 15-17 Elsfield Way	Erection of 17 residential units.	100% affordable housing - City Council Development
14/02402/RES	Westgate	Details of reserved matters for a retail-led mixed use development including 27-122 dwellings.	On-site affordable housing provision not considered appropriate - developer to make a financial contribution towards affordable housing provision elsewhere in the city.
14/00688/B56	Sun Alliance House, 52 New Inn Hall Street	Change of use from B1a office to C3 residential to provide 22 dwellings.	0% affordable housing In 2013 the government introduced temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. 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. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with Policy HP3 can not be sought, resulting in no affordable housing being secured in the permissions for these sites. Under the normal local policies approximately 32 affordable homes would have been sought.
14/01646/B56	242-254 Banbury Road	Change of use from B1a office to C3 residential to provide 16 dwellings.	
15/00082/B56	8 Alfred Street	Change of use from B1a office to C3 residential to provide 15 dwellings.	
15/00189/B56	Kennett House	Change of use from B1a office to C3 residential to provide 12 dwellings.	

Table 13: Proportion of affordable housing where there is a policy requirement (permissions) 2014/15

Indicator 15: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING

Target: No set target. AMR to include a report on the financial contributions collected for affordable housing (Sites and Housing Plan Policies HP4 and HP6)

- 3.26 Oxford’s Local Plan policies require developers to make a financial contribution towards the provision of affordable housing in the city in certain situations where onsite provision may not be appropriate, such as smaller developments of 4-9 dwellings or from student accommodation.
- 3.27 On 28 November 2014 the Government made changes to the Planning Practice Guidance (PPG) which exempted developments of 10 or less dwellings from making financial contributions towards affordable housing provision. The City Council therefore temporarily suspended the application Policy HP4 and stopped seeking financial contributions from developments of 10 or less dwellings. Affordable housing requirements also began to be assessed on the net additional units resulting from development in line with the changes to Government policy.
- 3.28 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, and 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 these changes to the PPG and City Council then reverted back to requiring full financial contributions for affordable housing in line with adopted local policies.
- 3.29 In 2013, the Government also made changes to permitted development rights which allow the conversion of B1a offices to C3 residential without Oxford’s full range of local planning policies being applied. This means that affordable housing contributions cannot be required from these developments, which has had a significant impact in securing affordable housing particularly from small-medium sized sites (see Table 13).
- 3.30 In the 2014/15 monitoring year the City Council received £217,351.60 through s106 agreements towards affordable housing provision. This money will be used to provide additional affordable homes in Oxford.

Indicator 16: MIX OF HOUSING

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

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



Overall Mix of Housing Delivered

- 3.31 It is important that we consider not just the number of new homes delivered, but also the type and size of dwellings delivered. Different households require different types and sizes of housing. It is important to provide an appropriate mix of housing to meet the needs of the

whole community. The Balance of Dwellings SPD sets out the appropriate mix of housing on sites of four or more new homes based on local needs.

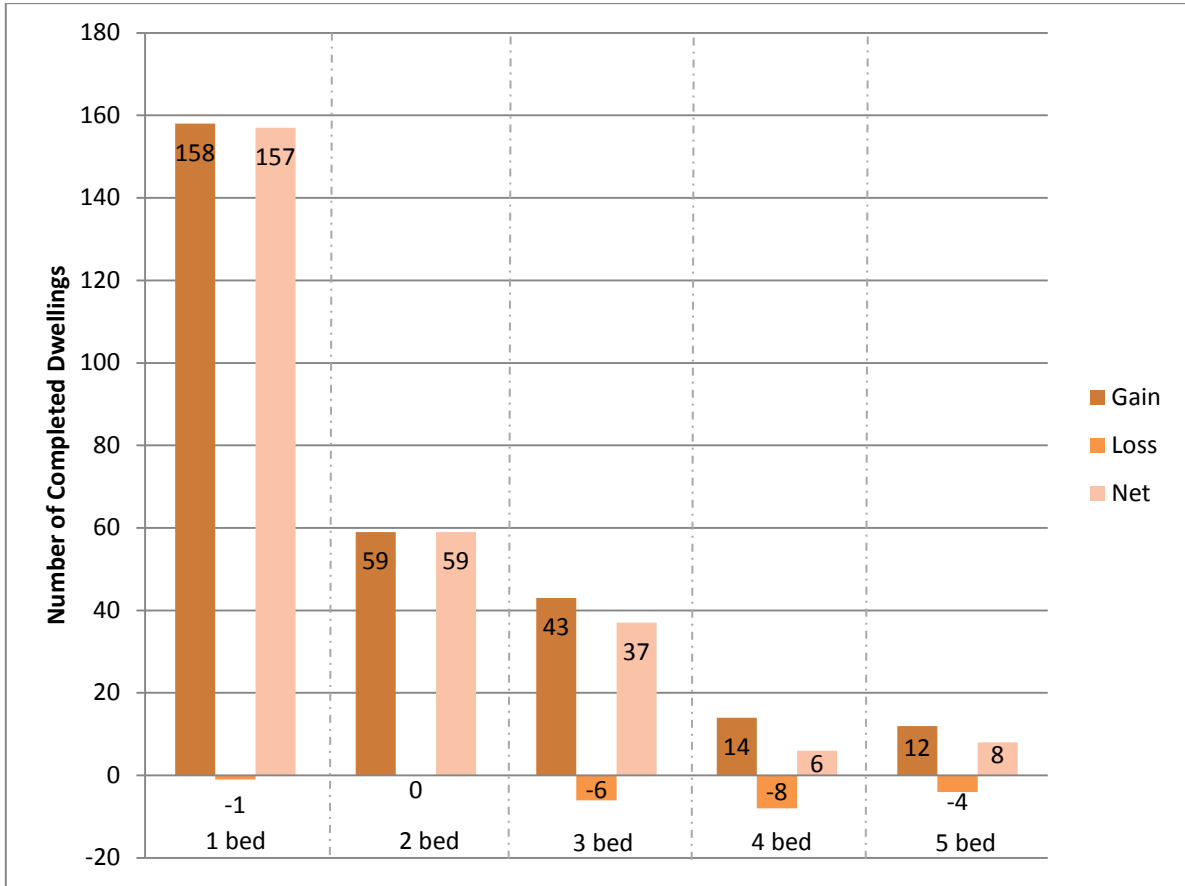


Figure 6: Completed dwellings by the number of bedrooms 2014/15

3.32 Figure 6 shows dwellings completed in 2014/15 by the number of bedrooms, whilst Figure 7 shows the trends in the sizes of dwellings completed since the start of the Core Strategy period.

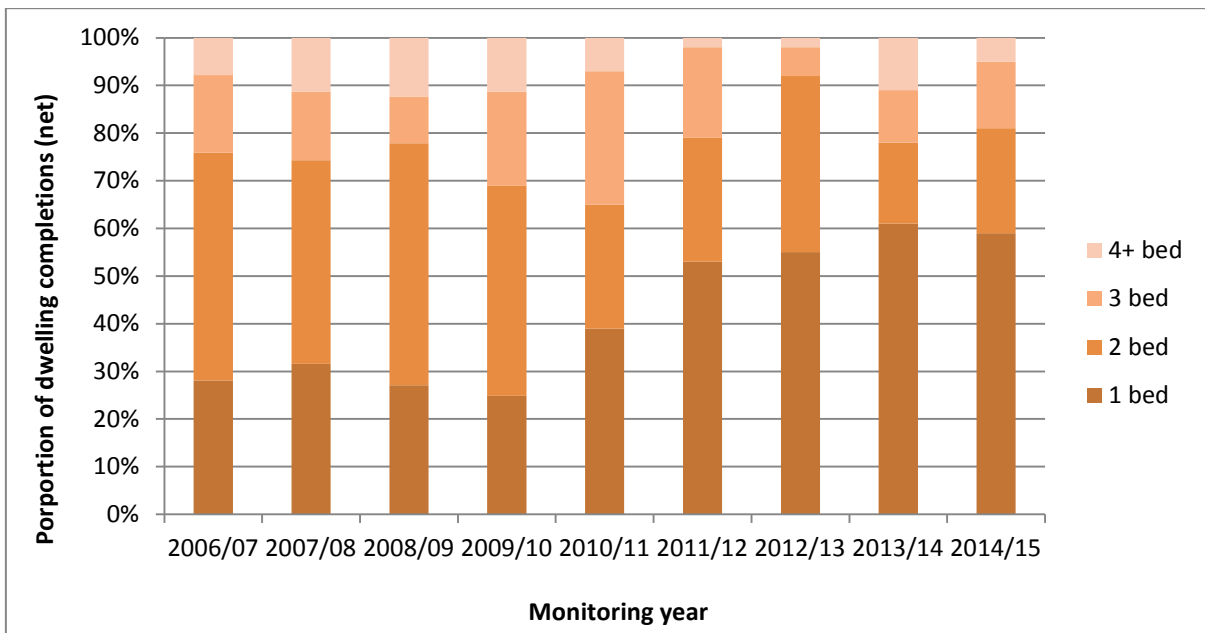


Figure 7: Mix of dwellings completed 2006/07-2014/15

3.33 There has been a significant increase in the number of one bedroom dwellings completed since 2009/10. This is likely due to there being few large housing sites available where a greater mix of dwellings could be achieved, as well as increasing conversions and garden land development which lend themselves towards smaller sized residential units.

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

3.34 The BoDs SPD sets out the mix of dwellings expected on sites of four or more dwellings taking into consideration local pressures on family housing. Table 14 shows qualifying completed development's compliance with the requirements of the BoDs SPD in 2014/15.

Application	Site	Qualifying Development	Compliance with BoDs SPD
11/03273/FUL	Grantham House, Cranham Street	3x1 bed, 1x2 bed and 3x3 bed flats.	WITHIN 5% COMPLIANCE - Considered alongside another application for the same site (11/03271/FUL) which would result in full compliance in terms of the proportion of 2 and 3 bed dwellings and only marginally over (3%) on 1 bed dwellings.
13/00739/FUL	Lawn Upton House, Sandford Road	5x1 bed, 9 x 2 bed and 8x3 bed flats.	WITHIN 5% COMPLIANCE - Full compliance in terms of 3 bed dwellings. Marginally over on 1 bed (3%) and 2 bed (1%) dwellings.
11/00349/FUL	The Wolvercote Social Public House, Ulfgar Rd	3x1 bed flats and 2x3 bed houses.	PARTIAL COMPLIANCE - Compliant in terms of the proportion of 3 bed dwellings, but over on proportion of 1 bed dwellings.
07/01984/FUL	139 Rose Hill	7x3 bed houses.	Decision pre-dates the adoption of the BoDs SPD.
05/00256/FUL	Land adjacent 1 Douglas Downes Close	7 x 2 bed flats.	Decision pre-dates the adoption of the BoDs SPD.
09/01010/FUL	49 Benson Road	1x2 bed house and 4 x 1 bed flats.	NOT COMPLIANT – Principle of development, including mix of uses, established at appeal.
10/02605/FUL	Hernes House Hernes Crescent	5x4 bed and 4x5 bed houses.	NOT COMPLIANT - Allowed at appeal. The proposal to construct all family dwellings was considered to be in line with the general ambitions of the BoDs SPD which aims to encourage more family housing.
13/02618/B56	Broadfield House Between Towns Road	Change of use to 55x1 bed and 3x2 bed flats.	NOT COMPLIANT - In 2013 the government introduced temporary permitted development rights that allow changes of use from a B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with the BoDs SPD can not be sought.
13/03426/B56	Grehan House 190-196 Garsington Road	Change of use to 24x1 bed and 3x2 bed flats.	
13/01934/B56	Innovation House, Mill Street	Change of use to 16x 1 bed and 11x2 bed flats.	
13/03082/B56	Wadham Court 15 Edgeway Road	Change of use to 11x1 bed flats	

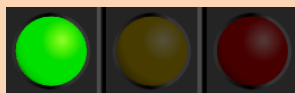
Table 14: Compliance with the Balance of Dwellings SPD (completions) 2014/15

3.35 Whilst the BoDs SPD does not apply to all residential developments, evidence indicates that it is still relevant and valid for qualifying developments. Indeed, given the large number of small sites being developed and the overall proportion of 1 bedroom dwellings being delivered (Figures 6 and 7), the BoDs SPD remains a key tool in ensuring that housing provision on larger sites meets the needs of a wide range of households.

Indicator 17: DENSITY OF HOUSING DEVELOPMENT

Target: City and district centres to deliver higher density residential development than within the wider district areas (Oxford Core Strategy Policy CS1, Saved Local Plan Policy CP.6)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:

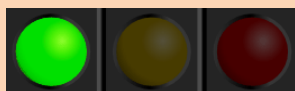


- 3.36 Due to the limited amount of land available for development in the city, it is essential that development proposals use land efficiently. The appropriate density for a site will depend on the context and nature of the proposal.
- 3.37 The majority of housing completions in 2014/15 were on small sites where a measure relating to density would not be appropriate.
- 3.38 Five developments of 10 or more dwellings were completed during the monitoring year. Four of these developments were undertaken using temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford’s Local Plan and that compliance with density requirements can not be sought. These developments are therefore not included in the assessment of performance against this target.
- 3.39 One development of 10 or more dwellings was completed in the 2014/15 monitoring year for which full planning permission was granted¹⁹. The development involved the creation of 24 dwellings on a site of 0.6 hectares resulting in a density of 40 dwellings per hectare. This is in line with the recommended residential density suggested in the supporting text to Saved Local Plan Policy CP.6 (Paragraph 2.9.4).

Indicator 18: INDOOR RESIDENTIAL SPACE

Target: Nil applications approved that involve the creation of a self-contained dwelling that has less than 39m² gross internal floorspace. AMR to assess a sample of new house completed during the monitoring year. (Sites and Housing Plan Policy HP12)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

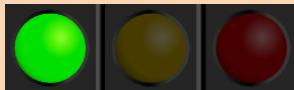
- 3.40 It is important that new homes provide good quality living accommodation with adequate space for furniture, circulation and access. A random sample of 10% of residential developments completed during 2014/15 was assessed. All complied with the space requirements of Policy HP12.

¹⁹ Planning application 13/00739/FUL for the erection of 22 dwellings at Lawn Upton House, Sandford Road.

Indicator 19: BUILDING FOR LIFE

Target: 95% of new-build completions on sites of 10 or more homes should achieve ‘green’ for every aspect of Building for Life that applies to the development
(Sites and Housing Plan Policy HP9)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

3.41 Five developments of 10 or more dwellings were completed during the monitoring year, however four of these developments were undertaken using temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford’s Local Plan, and that compliance with Building for Life criteria can not be sought. These developments are therefore not included in the assessment of performance against this target.

3.42 One development of 10 or more dwellings was completed in the 2014/15 monitoring year for which full planning permission was granted.²⁰ The design and access statement submitted with this application explains how each of the Building for Life criteria had been complied with.

Indicator 20: RESIDENTIAL CYCLE PARKING

Target: 100% of approved applications for residential development to comply with minimum cycle parking standards. AMR to assess a sample of new homes completed during the monitoring year. (Sites and Housing Plan Policy HP15)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

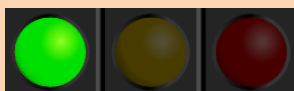
2012/13: NEW AMR INDICATOR

3.43 The provision of secure cycle storage within people’s homes is a fundamental part of encouraging cycling in the city. A random sample of 10% of residential developments completed in 2014/15 was assessed against the minimum cycle parking standards set by Policy HP15. All of the developments assessed complied with these standards, showing that this policy is being applied consistently and that it is helping to ensure cycle parking provision in new homes.

Indicator 21: RESIDENTIAL CAR PARKING

Target: Nil approved applications for residential developments to exceed the maximum number of parking spaces permissible. AMR to assess a sample of new homes completed during the monitoring year. (Sites and Housing Plan Policy HP16)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

²⁰ Planning application 13/00739/FUL for the erection of 22 dwellings at Lawn Upton House, Sandford Road.

3.44 The car parking standards set in the Sites and Housing Plan vary to take into account the accessibility of basic services by walking, cycling and public transport, as well as according to the size(s) of dwellings proposed. A random sample of 10% of residential developments completed in 2014/15 was assessed. All complied with the maximum car parking standards set in the Sites and Housing Plan.

Indicator 22: 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 2014/15:



Performance in previous two years:

2013/14:



2012/13:



3.45 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. Applications for new or redeveloped academic floorspace will be assessed on this basis. All of the new academic floorspace permitted in 2014/15 (Indicator 6) complied with this requirement.

3.46 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 2014.

University of Oxford

3.47 The University of Oxford states that there were 22,346 students attending the University at 1 December 2014.

3.48 A number of agreed exclusions apply to the data:

- Students with a term-time address outside of the city (345 students)
- Students living within the city prior to entry onto a course (290 students)
- Visiting students (472 students) or those not attending the institution (nil students)
- Part-time students (2,144 students)
- Postgraduate research students past year four of study or assumed to be writing up (536)
- Students working full time for the NHS (DCLinPsys Students) (47 students)
- Specific course exclusions: BTh Theology (34 students); Cert Theology (12 students); and MTh Applied Theology (27 students)
- Students who are also members of staff (261 students)
- Students living with their parents (125 students)
- Students on a year abroad (347 students)

3.49 This leaves 17,706 full-time students with accommodation requirements. At 1 December 2014 there were 14,796 accommodation places provided across the collegiate University. This leaves a total of 2,910 students living outside of university provided accommodation in Oxford, within the Core Strategy target.

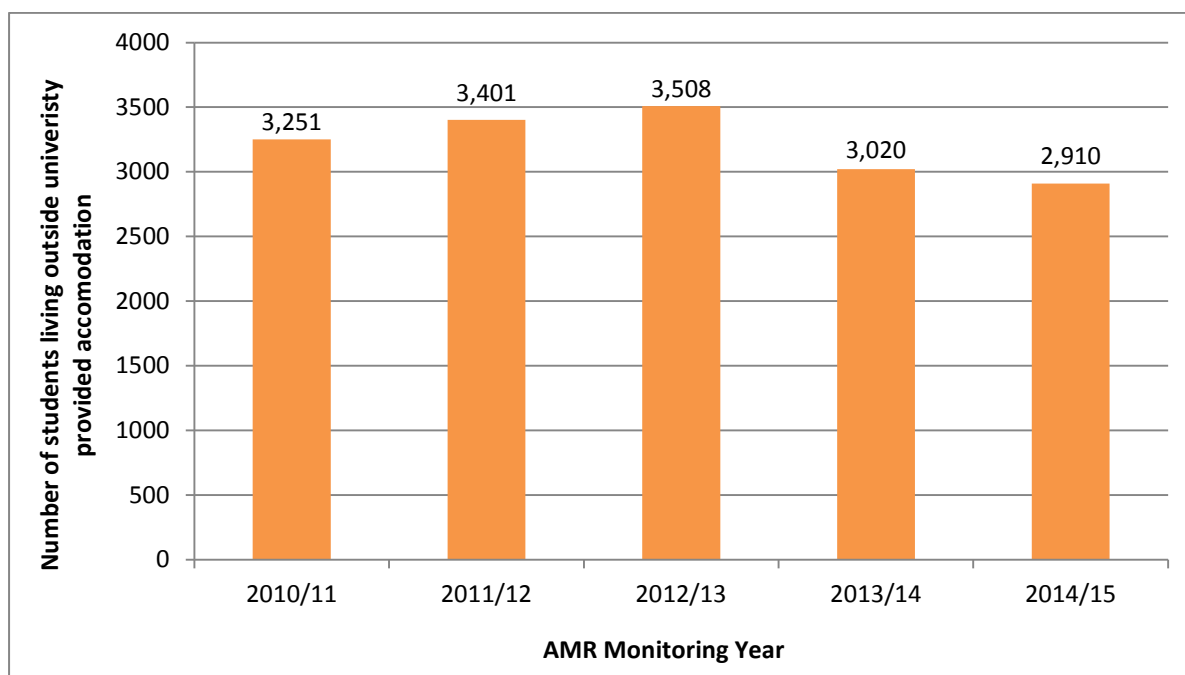


Figure 8: Number of Oxford University students living outside of university provided accommodation 2010/11-2014/15

3.50 In December 2014 there were 227 additional accommodation places available compared to the same point in 2013. There were also 211 accommodation units under construction across the collegiate University. The collective collegiate University currently has planning permission for another 361 rooms.

Oxford Brookes University

3.51 Oxford Brookes University states that there were a total of 16,553 students attending the university at 1 December 2014.

3.52 A number of agreed exclusions apply to the data:

- Part-time students (2,450 students)
- Students studying at franchise institutions (1,780 students)
- Students studying outside Oxford (i.e. Swindon campus) (284 students)
- Placement students away from the university (422 students)

3.53 Taking into account these exclusions, at 1 December 2014 there were 11,617 full-time students in need of accommodation, with 5,038 places in accommodation provided by Oxford Brookes University and 3,128 students living at home or outside of Oxford. This results in 3,451 students without a place in university provided accommodation living in the city.

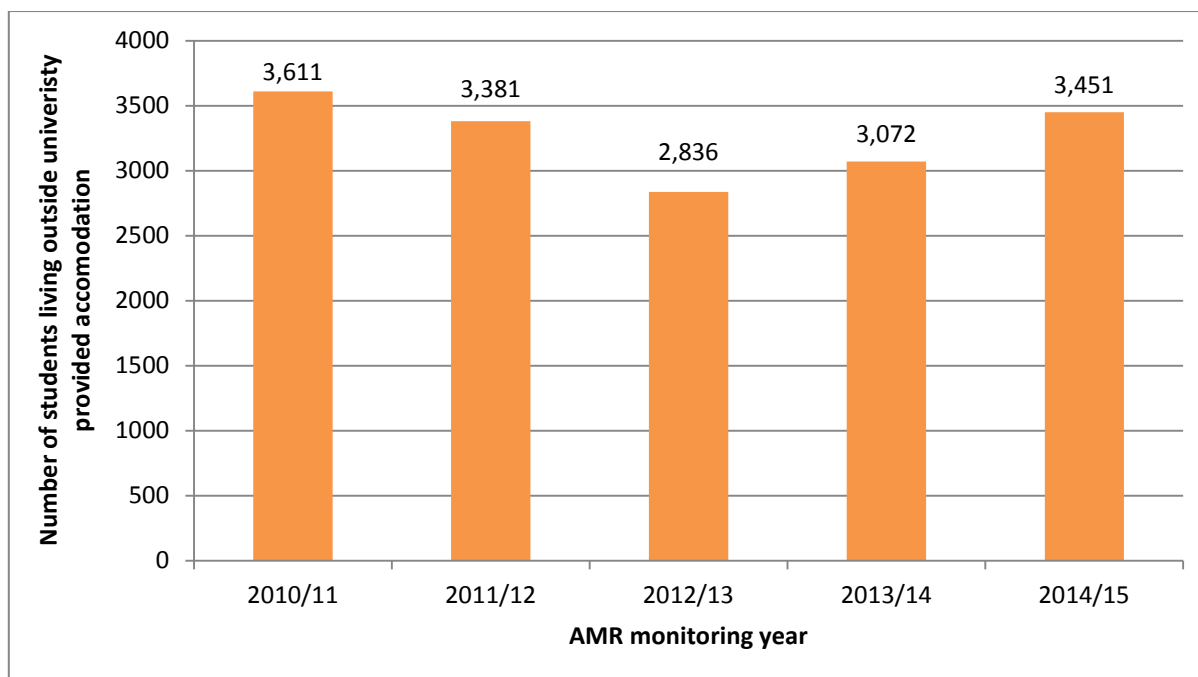


Figure 9: Number of Oxford Brookes students living outside of university provided accommodation 2010/11 – 2014/15

- 3.54 Oxford Brookes' total on-site student numbers have dropped by 221 in 2014/15 due to their downward adjustment of recruitment targets for 2014 entry. However, there was a temporary reduction in the number of places in university managed/owned halls and housing in 2014/15. One halls block was demolished for redevelopment at Harcourt Hill and the other block was out of commission for refurbishment. This has re-opened for 2015/16. There was also a drop in the number of places available under the university owned and managed housing scheme, for reasons beyond the University's control. The number of places in university provided accommodation is already back to previous levels in the 2015/16 year, due to the University's proactive efforts to expand their portfolio again, and further expansion is under development.
- 3.55 This combination of factors has resulted in more than 3,000 Oxford Brookes students living in private rented accommodation in 2014/15. However, the addition of rooms at Harcourt Hill and in the university managed/owned housing scheme, together with two new halls of residence now in use by Brookes students in 2015/16,²¹ are already addressing these issues.
- 3.56 Oxford Brookes University remains committed to hitting the below 3,000 target. Longer term, as part of its ten year estates investment programme, Oxford Brookes University is actively working to significantly expand its accommodation portfolio for future years, to a point where a rolling programme of refurbishment can be accommodated whilst still achieving the below 3,000 target for students living in the private rented sector. Current plans, which are dependent on planning permissions, will see an increase of more than 20% in the rooms available by 2019.

²¹ Thames Street (77 student accommodation places) and The Mews (112 student accommodation places).

Other purpose built student accommodation

3.57 The two Universities are not the only academic institutions that attract students to Oxford. There is an increasing need 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.

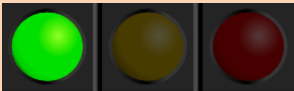
3.58 Privately developed student accommodation not linked to the two Universities plays an important role in meeting this need. There are also opportunities for privately developed student accommodation to play a role in meeting the demand arising from the two Universities. In 2014/15, 55 privately developed student accommodation rooms were completed, with a further 13 rooms granted planning permission during the monitoring year.

Indicator 23: 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)

<p>Performance against target 2014/15:</p> 	<p>Performance in previous two years:</p> <p>2013/14: NEW AMR INDICATOR</p> <p>2012/13: NEW AMR INDICATOR</p>
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3.59 In the 2014/15 monitoring year, planning permission was granted for three new student accommodation developments.²² 100% of these developments are located on either an existing university or college site, or adjacent to a main thoroughfare.

Indicator 24: 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)

3.60 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. There is no Local Plan target for HMOs, however the AMR is required to include a report on the number of applications for new HMOs that are received and approved during the monitoring year (Table 15).

²² Planning applications 14/01762/FUL, 14/01725/FUL and 14/02434/FUL.

Annual Monitoring Report 2014/15

Ward	Applications for new HMOs determined 13/14	Applications for new HMOs approved 13/14	Applications for new HMOs determined 14/15	Applications for new HMOs approved 14/15
Barton and Sandhills	0	0	2	2
Blackbird Leys	0	0	0	0
Carfax	0	0	0	0
Churchill	3	3	3	2
Cowley	3	2	2	2
Cowley Marsh	1	1	1	0
Headington	2	2	4	4
Headington Hill and Northway	0	0	1	1
Hinksey Park	0	0	0	0
Holywell	0	0	0	0
Iffley Fields	3	2	3	1
Jericho & Osney	1	1	3	3
Littlemore	0	0	1	1
Lye Valley	1	1	8	6
Marston	1	1	2	2
North	1	1	1	0
Northfield Brook	0	0	0	0
Quarry & Risinghurst	1	1	1	1
Rose Hill and Iffley	0	0	1	1
St. Clements	3	2	3	2
St. Margaret's	0	0	0	0
St. Mary's	0	0	0	0
Summertown	0	0	2	2
Wolvercote	0	0	1	0
Total	20 (100%)	17 (85%)	39 (100%)	30 (77%)

Table 15: Planning applications for new HMOs determined and approved 2013/14-2014/15

Indicator 25: 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 2014/15:

N/A

Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

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

Strong and Active Communities

Ambition: Communities that are socially cohesive and safe, and citizens who are actively engaged in pursuing their own well-being and that of their communities

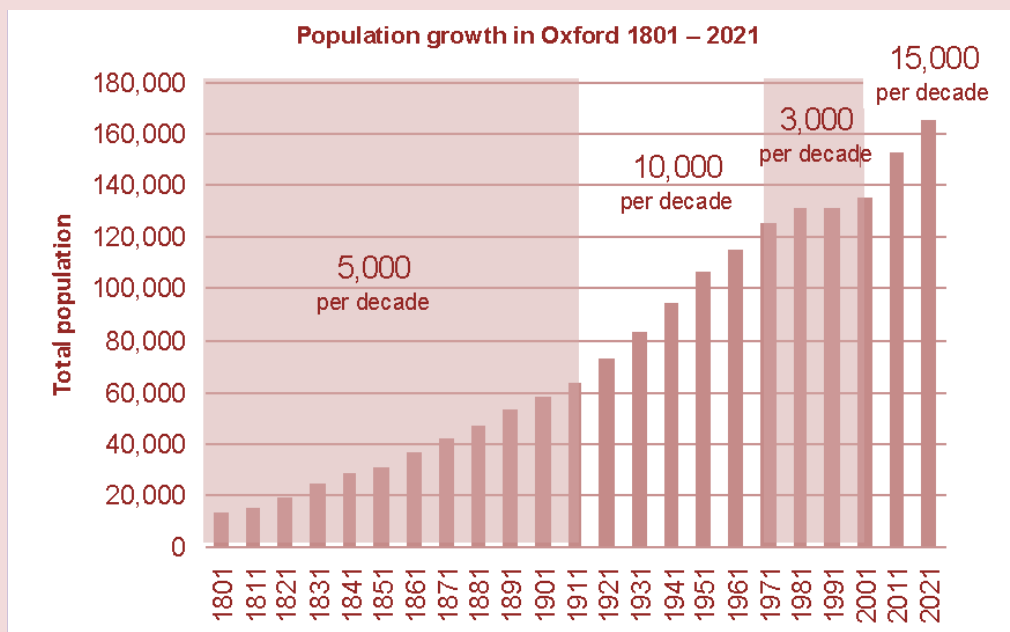
Approach:

- Promoting youth ambition
- Supporting older people
- Engaging our communities
- Promoting healthy living
- Building safe communities
- Celebrating culture and community events

Snapshot of Oxford's population

Usual resident population:	158,000 (estimate June 2014)
Annual population turnover:	25% annual population turnover ²³
Students as % of adult population:	24% (approximately 32,800 full time university students) ²⁴
Non-white British population:	28% non-white british population ²⁴
Life expectancy at birth:	Men: 79 years Women: 83 years ²⁴ In the least deprived parts of the city men can expect to live 8.3 years longer and women 6.6 years longer than those in the most deprived parts of the city.
% population in good or very good health:	87% of Oxfrd's population in good or very good health ²⁴
Areas of the city amongst the 20% most deprived parts of the country:	Of 85 'super output areas' in Oxford, 12 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city. ²⁴

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.

²³ Office of National Statistics (2011) UK Census data

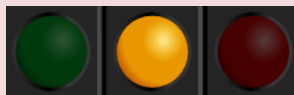
²⁴ Oxford City Council (May 2015) [Poverty and deprivation statistics](#)

Indicator 26: REGENERATION AREAS

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

(Oxford Core Strategy Policy CS3)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



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 16).

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 Index of Multiple Deprivation 2010 identified 12 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.
Barton		
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.	See Indicator 27: Barton AAP
Blackbird Leys		
Improve the centre to create a mixed-use district centre	Provide approx. 3,000m ² (gross) A1 non-food retail floorspace and 975m ² (net) food retail floorspace by 2016.	The City Executive Board approved the Blackbird Leys delivery project (Option B) and commissioned officers to seek a partner for redevelopment on 11 June 2015.
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).
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.	Infrastructure commenced on site in July 2015 including new access across the A40 (14/03201/RES). See Indicator 27: Barton AAP.
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). Planning permission granted in 2013. Redevelopment currently in progress.

Rose Hill		
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.
Wood Farm		
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.	Work 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).

Table 16: Core Strategy monitoring framework for Policy CS3 Regeneration Areas

Indicator 27: WEST END

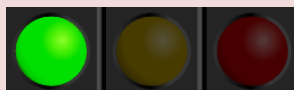
The West End Area Action Plan (AAP) guides development and change in Oxford's West End. It aspires to transform this key part of the City, which is currently under-utilised, raising it to the standard that Oxford's reputation deserves. The West End AAP identifies four key objectives to support this vision:

- 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 (Table 17) is based around these objectives.

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

Performance against target 2014/15:



Performance in previous two years:



2012/13: Multiple indicators

AAP Indicator and Target	Performance 2014/15
Objective 1: An Attractive Network of Streets and Spaces	
Streets and Links - Provision of new links and improvements to existing	Frideswide Square is being remodelled to provide improved public space and a new traffic management system. Work commenced on site in February 2015.
Urban Public Spaces - New Public Spaces and improvements to existing	
Public Parking - Maintain the number of public parking spaces available	The Westgate development replaces 1,210 existing car parking spaces with 1,002 car parking spaces. Whilst this is a net reduction in parking spaces it is being undertaken alongside cycle, pedestrian and public transport improvements (14/02402/RES).
Green spaces and water - Enhancements to Castle Mill Stream and creation of stream-side park. Enhancements to Oxpens field.	The Fisher Row improvement scheme was completed in 2010, helping to open up the Castle Mill Stream walkway as a convenient and attractive route between north and south Oxford.

Objective 2: A High Quality Built Environment	
Historic Environment - 100% of schemes permitted to demonstrate consideration of historic environment in design and access statements.	All schemes considered in relation to their impact on the historic environment.
Design - 100% of schemes approved to comply with the design code	The Westgate development was also reviewed by the Oxford Design Review Panel (14/02402/RES).
Resource Efficiency - 100% schemes approved comply with the requirements of the NRA SPD	See Indicator 37: Natural Resource Impact Analysis (NIRA)
Flooding - 100% of schemes in areas of flood risk or over 1ha to submit a flood risk assessment	See Indicator 36: Managing Flood Risk
Objective 3: A Strong and Balanced Community	
Housing Mix - To provide approx. 700 new homes (minimum 25% to be 3/4/5 bedroom)	No major housing development completed in the West End during 2014/15.
Affordable Housing - 50% affordable housing on qualifying sites	See Indicator 14: Proportion of affordable housing where there is a policy requirement.
Amenities to support new housing - 100% of new residential development within 30 minutes public transport time of a GP, hospital, schools, employment areas and major retail centre	Development in the West End is close to a whole range of city centre amenities. New city centre healthcare facilities in the West End have not yet come forward.
Objective 4: A Vibrant and Successful West End	
Mixed uses - 100% of developments on sites of 0.2ha or more to incorporate more than one use	The Westgate development (14/02402/RES) permitted 5 December 2014 includes: A1 retail, A2 finance and professional services and/or A3 restaurants and cafes and/or A4 public house etc and/or A5 hot food takeaways, C3 residential and D2 assembly and leisure.
Offices (B1a) - 15,000m ² private sector and 20,000m ² public sector	The Oxpens site provides an opportunity to deliver 10,400m ² of office and research and development space. It is closely interlinked with the neighbouring station site and, as part of the City Deal with central Government signed in January 2014, will be brought forward for development in 2017.
Retail (A1) - At least 37,000m ² gross additional retail floorspace	The new Westgate development will deliver 62,829m ² of new retail floorspace in the West End. Work commenced on site in early 2015 (14/02402/RES).
Cultural Attractions - An increase in cultural attraction floorspace	A new cinema will be included in the Westgate development (14/02402/RES). Work commenced on site on 5 February 2015.
Hotel Accommodation - Increase the number of hotels and guest house rooms in the West End	22 additional short stay accommodation bedrooms completed in 2014/15 at 20-24 St Michael's Street (11/02404/FUL).

Table 17: West End Area Action Plan monitoring 2014/15

4.2 Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of the city.

4.3 In addition to this, in January 2015 a grant from the Local Growth Fund of £3.5 million to enable the development of Oxpens was announced by Government, following a submission by officers through the Oxfordshire Local Enterprise Partnership (OxLEP). Oxpens is a major West

End development scheme that will create 300 homes as well as a hotel, offices and research and development space to support over 1,000 jobs. This project comprises infrastructure works to bring the site forward for mixed-use development that supports the knowledge economy as set out in the Oxfordshire Strategic Economic Plan, the Oxford West End Area Action Plan and in the Oxpens Supplementary Planning Document.

4.4 In anticipation of future funding and infrastructure needs of planned strategic developments, officers have prepared a range of business cases for 10 projects, totalling £160 million. These will be prioritised going forward with a major priority being the redevelopment of Oxford Railway Station.

Indicator 28: BARTON PARK

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.

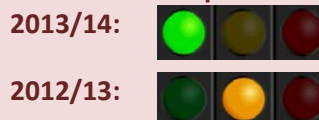
The AAP establishes a specific monitoring framework for this site.

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

Performance against target 2014/15:



Performance in previous two years:



4.5 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.

4.6 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 m² gross Class A1, A2, A3, A4 and A5 uses (with a maximum of 2,000m² gross food store Class A1); a maximum of 50 extra care housing units; a maximum of 7,350 m² GEA hotel (Class C1); and a maximum of 3,000 m² 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 works²⁵.

4.7 Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15

²⁵ Planning application reference 13/01383/OUT.

monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015²⁶ and work commenced on site in summer 2015. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that a reserved matters application for Phase 1 of the development (237 dwellings) will be received in autumn 2015, with work on Phase 1 commencing on site in summer 2016.

- 4.8 Barton Park was the winner of Planning Resource’s Award for Planning for Housing Growth in November 2014. The development was also used as a Town and Country Planning Association (TCPA) case study in an article published in June 2015 for its innovative approach to housing delivery through a Council-led joint venture²⁷.

Indicator 29: NORTHERN GATEWAY

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 2014/15:

N/A

Performance in previous two years:

2013/14: NEW INDICATOR

2012/13: NEW INDICATOR

- 4.9 The Northern Gateway AAP was submitted to the Secretary of State for examination during the 2014/15 monitoring year and was subsequently 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.

- 4.10 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. Phase 1 includes improvement works to both Wolvercote and Cutteslowe roundabouts. These works are currently in progress and are due for completion in late 2016. The next phase will include the provision of a link road between the A44 and

²⁶ Planning application reference 14/03201/RES

²⁷ Association for Public Service Excellence and Town and Country Planning Association (June 2015) Housing the nation: Ensuring Councils can deliver more and better homes. APSE: Manchester.

A40 and new signalised junctions. This will be bought forward as part of the wider development at the Northern Gateway.

Indicator 30: LAND AT SUMMERTOWN

Target: If the site becomes available, provide a minimum of 200 new homes by 2026
(Oxford Core Strategy Policy CS8)

Performance against target 2014/15:

N/A

Performance in previous two years:

2013/14: NEW INDICATOR

2012/13: NEW INDICATOR

4.11 This site did not become available during the 2014/15 monitoring year.

Indicator 31: NEIGHBOURHOOD PLANNING

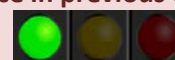
Neighbourhood plans to set their own targets. AMR to report on progress of neighbourhood plan production.

Progress in 2014/15:



Performance in previous two years:

2013/14:



2012/13:



4.12 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.

4.13 The Headington Neighbourhood Forum was formally designated by the City Executive Board on 10 September 2014. The Forum has since published a Draft Neighbourhood Plan and undertook consultation on this from 31 May-16 July 2015. This means that Oxford now has three designated neighbourhood forums (including Wolvercote Neighbourhood Forum and Summertown/St Margaret’s Neighbourhood Forum). Neighbourhood Forums will continue working on bringing their Neighbourhood Plans forward.

Indicator 32: PERMISSIONS CONTRARY TO THAMES VALLEY POLICE ADVICE

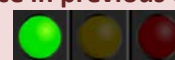
Target: 0% of planning permissions granted contrary to Thames Valley Police objection
(Oxford Core Strategy Policy CS19)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



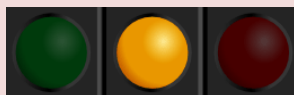
4.14 In 2014/15 no planning permissions were granted contrary to Thames Valley Police objection.

Indicator 33: PROVISION/IMPROVEMENT OF LOCAL HEALTHCARE FACILITIES

Target: New health centre in the West End by 2016

New health provision to be provided in Barton by 2017 (Oxford Core Strategy Policy CS15)

Performance against target 2014/15:



Performance in previous two years:

2013/14: N/A



4.15 The s106 agreement which accompanies the outline planning permission for Barton Park includes a financial contribution of £200,000 toward healthcare provision, which will provide additional healthcare services as a satellite GP surgery (application 13/01383/OUT).

4.16 New healthcare facilities in the West End have not yet come forward.

Indicator 34: PROVISION/IMPROVEMENT OF LOCAL EDUCATIONAL FACILITIES

Target: New primary school at Barton by September 2015 (Oxford Core Strategy Policy CS19)

Performance against target 2014/15:



Performance in previous two years:

2013/14: N/A

2012/13: N/A

4.17 A new primary school facility will be provided as part of the development at the Barton strategic site. These facilities are required when 400 dwellings have been delivered. As Phase 1 consists of 237 dwellings, the 400 dwelling threshold will not be met for some time. In the short term, additional classrooms will be provided at Bayards Hill. Whilst the September 2015 target has not been met, significant progress towards delivering this development has been made during the monitoring year (see Indicator 27).

Indicator 35: MAINTAINING ACCESS TO COMMUNITY FACILITIES

Target: 100% of developments that result in the loss of a community facility to make equivalent provision or improvements to existing provision (unless is it demonstrated that the existing use is and will continue to be redundant) (Oxford Core Strategy Policy CS20)

Performance against target 2014/15:



Performance in previous two years:



4.18 No planning applications that would result in the loss of a community facility were permitted during the monitoring year.

Cleaner and Greener Oxford

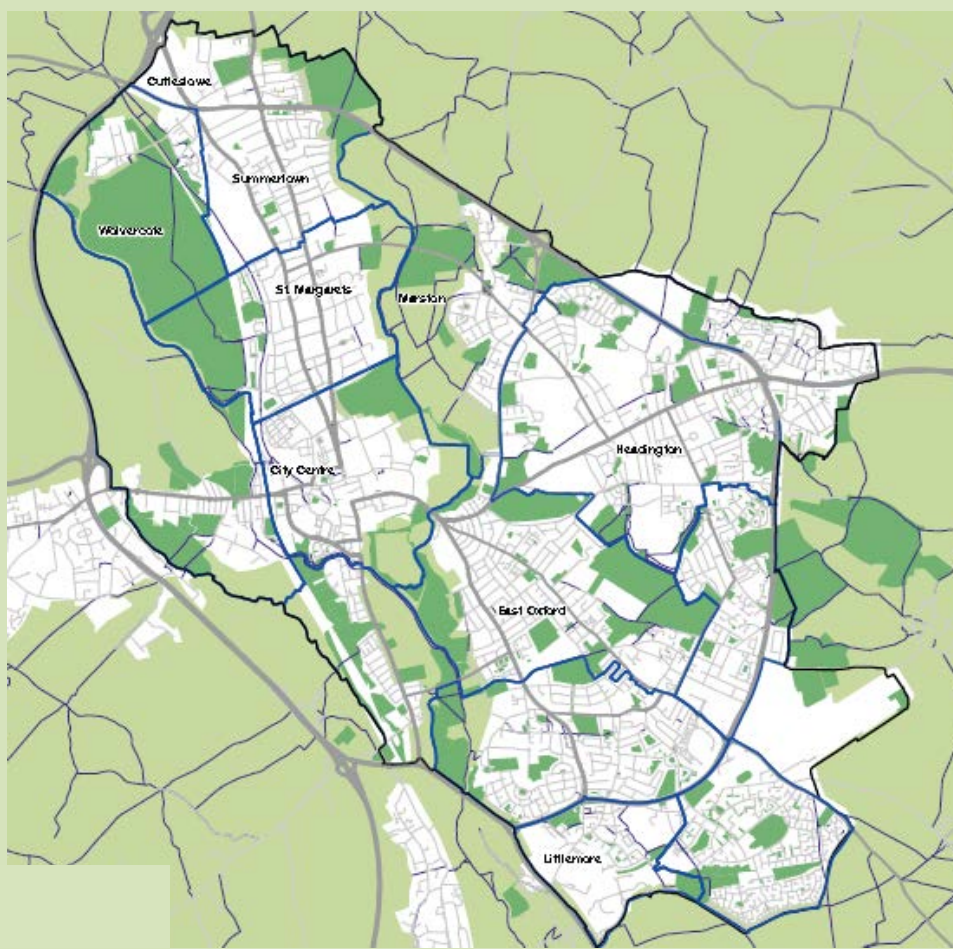
Ambition: A cleaner, greener Oxford - in the city centre, in our neighbourhoods and in all public spaces

- Approach:
- Recycling and refuse collection
 - Improving cleanliness in streets, neighbourhoods and open spaces
 - Reducing the Council's carbon footprint
 - Reducing the city's carbon footprint

Oxford - Environmental Snapshot

Total area:	17.6 square miles / 46 square kilometers
Green Belt (% of total area)	27% of Oxford's total area
Allotments:	36 allotment sites across the city
Listed Buildings:	More than 1,600 listed buildings
Conservation Areas	18 conservation areas
Carbon emissions per capita:	6.2 tonnes per resident ²⁹
% of Oxford's residents commuting within the city by car:	20% ²⁸ of Oxford's residents commuting within the city by car
% Oxford's residents commuting within the city by bicycle or foot	50% ²⁹ of Oxford's residents commute within the city by bicycle or on foot

Spatial distribution of parks and open spaces in Oxford:²⁹



²⁸ Oxford City Council (2015) [Oxford Profile](#)

²⁹ Oxford City Council (2013) [Green Spaces Strategy](#) Appendix 1

Indicator 36: 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 2014/15:



Performance in previous two years:

2013/14:



2012/13:



5.1 Table 18 provides details of sites designated for their intrinsic environmental importance in Oxford. It shows that in 2014/15 there was no change in the area of any of these designated sites.

Designation	2011/12 (Area - ha)	2012/13 (Area - ha)	2013/14 (Area - ha)	Change (Area - ha)
Sites of Special Scientific Interest (SSSI)	278.24	278.24	278.24	No change
Special Areas of Conservation (SACs)	177.1	177.1	177.1	No change
Local Wildlife Sites	125.44	125.44	125.44	No change
Sites of Local Interest for Nature Conservation (SLINCs)	202.5	202.5	202.5	No change
Local Nature Reserves (3 Sites)	6.63	6.63	6.63	No change
Regionally Important Geological or Geomorphological Sites (RIGS) (2 Sites)	2.0	2.0	2.0	No change

Table 18: Area of sites designated for their environmental importance in Oxford (Natural England Data)

Indicator 37: MANAGING FLOOD RISK

Targets: 0% of planning permissions granted contrary to formal Environment Agency Objection. 100% of developments over 1ha in Flood Zone 1 to be accompanied by a flood risk assessment. 100% of developments in Flood Zone 2 or above to be accompanied by a flood risk assessment. (Oxford Core Strategy Policy CS11)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



5.2 No planning permissions were granted contrary to formal Environment Agency objection in the 2014/15 monitoring year.

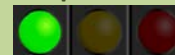
5.3 It is a national requirement for planning applications to be accompanied by a site specific flood risk assessment where the proposed development is 1ha or greater in Flood Zone 1 or located in Flood Zones 2 or 3. Planning applications are not validated if they do not meet these requirements.

Indicator 38: NATURAL RESOURCES IMPACT ANALYSIS (NRIA)**Target: 100% of qualifying planning permissions granted to comply with NRIA requirements****Minimum of 20% on-site renewable energy from qualifying sites**

(Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

Performance against target 2014/15:**Performance in previous two years:**

2013/14:



2012/13:



5.4 Core Strategy Policy CS9 requires developments of 10 or more dwellings, or non-residential developments of 2,000m² or more, to submit a NRIA. These developments are required to meet 20% of their energy requirements on site through renewable and low carbon technologies, as well as to consider a range of complementary sustainability measures including energy efficiency. A completed NRIA checklist that rates the development's use of natural resources must be submitted with each application. Rarely is the City Council likely to approve a development where a score of at least 6 out of 11 is not achieved, including at least the minimum standard in each section.

Application Reference & Site	Development	NIRA Checklist Score	Proposed On-Site Renewable Energy Generation
13/03454/CT3 Elsfield Hall 15-17 Elsfield Way	Demolition of existing building. Erection of 17 residential units.	7/11	20% on-site renewable energy generation. 12% from Solar PV, with the remaining generated by either Air Source Heat Pumps or Ground Source Heat Pumps).
14/00067/FUL 110 - 120 Botley Road	Demolition of existing retail store. Redevelopment of site with replacement retail store.	6/12	23% on-site renewable energy generation - regulated only from Solar PV ³⁰ . Other technologies are not appropriate on this site for a number of reasons including the potential disturbance to neighbours, limited space, and the fact that the building is not operational 24 hours a day.
14/01586/RES Old Road Campus Roosevelt Drive	Erection of medical research building (Big Data Institute).	8/11	20% on-site renewable energy generation through the use of high efficiency on-roof PV arrays and via CHP generators.
14/02402/RES Westgate Centre and adjacent land	Demolition of southern part of Westgate Centre, 1-14 Abbey Place and multi-storey car park, refurbishment and retail-led mixed use development.	8/11	At least 20% on-site renewable energy generation. Method(s) of on-site renewable energy generation to be confirmed.

³⁰ Regulated emissions include only that related to energy use for heating, hot water and internal lighting. It does not include all other energy use such as electrical appliances, cooking and cooling (including fridges/freezers).

14/02650/FUL Former DHL Site Sandy Lane West	Erection of nine industrial units for B1C light Industrial, B2 general industrial and B8 storage and distribution use.	10/11	40% on-site renewable energy generation through Solar PV.
14/03255/FUL 333 Banbury Road	Demolition of existing buildings (excluding the 1820s villa). Construction of new independent sixth form school.	8/11	35% on-site renewable energy generation through the use of a Combined Heat and Power system.
12/02848/OUT Land North of Littlemore Healthcare Trust, Sandford Road	Outline application (fixing access) for up to 140 residential units.	A full energy statement and NRIA checklist which demonstrates how the development would achieve the 20% target would only be possible at the reserved matters stage.	
14/00688/B56 Sun Alliance House, 52 New Inn Hall Street	Change of use from B1a office to C3 residential to provide 22 dwellings.	0% on-site renewable energy generation In 2013 the government introduced temporary permitted development rights that allow changes of use from a B1a office to C3 residential without the need for full planning permission. 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. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with Policies CS9 and HP11 cannot be sought.	
14/01646/B56 242-254 Banbury Road	Change of use from B1a office to C3 residential to provide 16 dwellings.		
15/00082/B56 8 Alfred Street	Change of use from B1a office to C3 residential to provide 15 dwellings.		
15/00189/B56 Kennett House	Change of use from B1a office to C3 residential to provide 12 dwellings.		

Table 19: Qualifying developments' compliance with NIRA requirements (permissions) 2014/15

5.5 Seven planning applications that met the thresholds for applying NRIA requirements were granted planning permission in the 2014/15 monitoring year. Of these applications, all achieved the required checklist score of at least 6 out of 11, with four applications achieving scores of eight or higher. (This does not include the outline permission for Land North of Littlemore Healthcare Trust, as a full assessment against NRIA and renewable energy requirements can not be made until the detailed design is confirmed at the reserved matters stage.) This suggests that the NRIA continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.

5.6 The NRIA SPD sets a minimum standard of 20% of all qualifying developments' energy needs to be met by renewable energy generated on site. Only one application was unable to meet this target and this was due to the specific limitations of the site (110-120 Botley Road). It should also be noted that some applications were able to exceed this target, with some proposing to meet significantly higher proportions of the development's energy requirements through renewable energy generated on site.

Indicator 39: 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 2014/15:



Performance in previous two years:



5.7 Table 20 provides details of planning permissions granted for development in the Green Belt 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 2014/15.

Location	Application Reference	Development	Reason for Approval
Victoria Arms Mill Lane	14/00034/FUL	Formation of overflow car park	A temporary permission will allow the Council to re-assess the impact after 3 years to ensure the management of the space and the material to be used are effective in preserving the character and appearance of the area.
Iffley Meadows The Towing Path	14/00613/ADV	Display of 2 non-illuminated signs at the boundary with Donnington Bridge Road	The application proposed the erection of signs by Berks, Bucks and Oxon Wildlife Trust at the edge of the nature reserve which is managed by the Trust. The signs themselves relate directly to the wildlife on the surrounding land and are therefore considered an acceptable and pertinent form of advertising in this area.
Christ Church Sports Ground Iffley Road	14/00822/FUL	Construction of multi-use games area on the existing sports field/tennis courts including lighting and fence to perimeter	The proposal would retain the open-air sports facility by replacing the existing tennis courts with an all-weather multi-use games area. The new flood lamps will be LED and will have a better and more accurate direction of light, with zero upward light spillage. The mesh fencing surrounding would be moss green and it is considered that the proposed lamps and poles could match to reduce visual impact, secured by condition.
Land Adjacent Clarendon Laboratory Parks Road	14/01460/FUL	Removal of ornamental gates and sections of railings	Conservation area consent previously granted under 10/03210/CAC.
Balliol College and New College Boat Clubs, Christ Church Meadow	14/01460/FUL	Erection of single storey rear extension	The proposal supports an existing recreational use and represents a visually sympathetic addition to the existing building of a modest scale.

Table 20: Planning permissions granted for development in the Green Belt in 2014/15

Indicator 40: WASTE AND RECYCLING

Target: Reduction in residential waste per household (Target set in Corporate Plan)

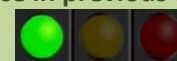
Increase the percentage of total household waste that is recycled and composted. (At least 45% by 31 March 2015 and at least 55% by 31 March 2020) (Oxford Core Strategy Policy CS10)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



Waste

5.8 The average residual waste per household in 2014/15 was 414.6kg, well below the Corporate Plan 2014-18 target of 430.0kg per household.

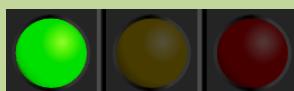
Recycling

5.9 The Core Strategy baseline for the proportion of total household waste recycled or composted was 19% (2005/06), with a target of increasing this to at least 45% by 31 March 2015. In the 2014/15 monitoring year, 46.25% of household waste was recycled or composted, exceeding the Core Strategy target. Future AMRs will assess progress against the Core Strategy target of at least 55% of household waste being recycled or composted by 31 March 2020.

Indicator 41: 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 2014/15:



Performance in previous two years:



5.10 Historic England’s Heritage at Risk Programme identifies sites that are most at risk of being lost as a result of neglect, decay or inappropriate development. In 2014/15 two of Oxford’s heritage assets were identified as being at risk (Table 21).

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 21: Heritage assets at risk in Oxford 2014/15 (Historic England)

5.11 The same heritage assets were identified as being at risk in the previous monitoring year and 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 3 heritage assets at risk.

Indicator 42: 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 2014/15:



Performance in previous two years:



5.12 During the 2014/15 monitoring year five listed building consents/planning permissions were granted for the total, substantial or partial demolition of a listed building (Table 22).

Application Reference	Address	Description	Reason for Approval
14/00590/LBD	124 Kingston Road	Removal of rear conservatory and erection of single storey rear extension.	The existing 1990s rear conservatory has a plastic roof and splayed sides and is of no particular interest. The proposals would be an improvement as the extension would be subservient to the listed building as a whole and would be a solid construction with natural materials.
14/01336/LBD	Magdalen College	Dismantle existing stone gate piers fronting High Street (for duration of building works to construct library extension) and rebuild.	Permission was sought to temporarily dismantle the existing stone piers and gates and to store them safely on site for the duration of building works to avoid damage. A record will be made of the piers including measurements and photographs to ensure they are reinstated 'like for like'.
14/02387/LBD	Turf Tavern 7 Bath Place	Demolition of existing canopy, erection of new single storey extension on and external redecoration.	The existing canopy is a modern construction is no longer fit for purpose and is in need of repair.
14/00927/LBD	64-70 High Street	Dismantling and later reconstruction of garden walls at 61, 62, 63 and 64 High Street/ Rose Lane, to allow access for works to Stanford House.	Permission was sought to temporarily remove parts of three listed garden walls to enable temporary construction access. The walls will be re-constructed upon completion of the development.
14/00829/LBD	Lawn Upton House	Demolition of existing garden building (for erection of new single storey dwelling).	The existing garden building has been neglected and is in an advanced state of decay. The proposal is to rebuild the building as closely as possible to the original, although raising its height slightly.

Table 22: Permissions granted for the total, substantial or partial demolition of a listed building 2014/15

5.13 Although granting permission for the total, substantial or partial demolition of any listed building goes against the Core Strategy target, there were strong conservation reasons for permitting this in all the cases approved in 2014/15. In the two cases where structures were to be permanently demolished, they were within the curtilage of a listed building but of no particular historic interest in themselves. In all cases the decision supported the enhancement and/or long term preservation of the special character, setting or features of the listed structures concerned. Where structures

Indicator 43: 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 2014/15:



Performance in previous two years:



5.14 The conservation policies are the saved historic environment policies in the Oxford Local Plan 2001-2016 and Core Strategy Policy CS18. Ten appeals were determined in 2014/15 where

these policies had been cited as a reason for refusal. Eight of these appeals (80%) were dismissed.

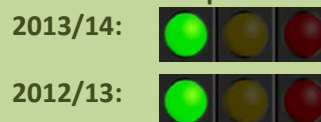
Indicator 44: TREE PRESERVATION ORDERS (TPOs)

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 2014/15:



Performance in previous two years:



5.15 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2014/15.

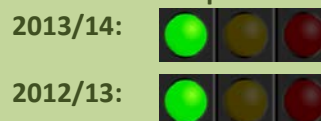
Indicator 45: LOSSES OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES

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 2014/15:



Performance in previous two years:



5.16 No planning applications were permitted where there would be a net loss of publicly accessible open space, outdoor sports or recreation facilities in 2014/15.

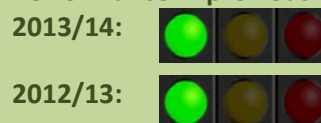
Indicator 46: NUMBER OF PARKS WITH GREEN FLAG STATUS

Target: Renew the Green Flag status for parks that have already achieved this award. Aim to produce more successful winners of this award (Oxford Core Strategy Policy CS21)

Performance against target 2014/15:



Performance in previous two years:



5.17 The Green Flag Award is an international standard that recognises the cleanliness and attractiveness of parks and green spaces. Five of Oxford's City Council managed parks have achieved this award in previous years. All of these awards were maintained in 2014/15.³¹

³¹ Oxford City Council managed parks with Green Flag status: Cutteslowe and Sunnymead Park, Hinksey Park, Florence Park, Bury Knowle Park and Blackbird Leys Park.

Indicator 47: 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 2014/15:



Performance in previous two years:



5.18 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.

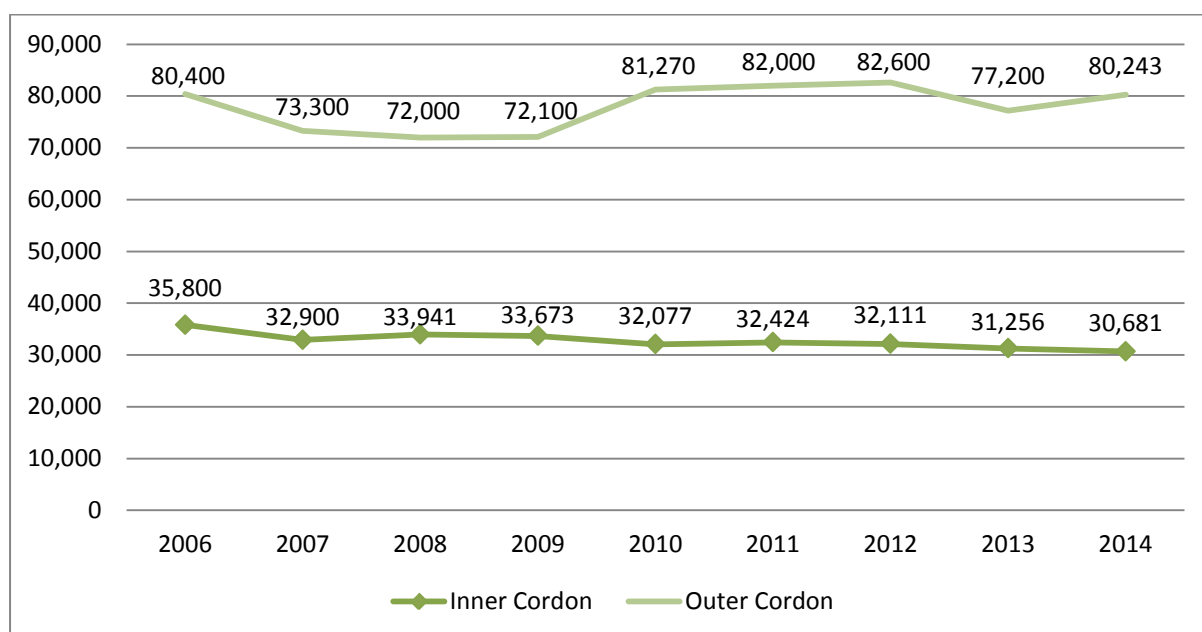


Figure 10: Average weekday inbound traffic at the Inner and Outer Cordons 2006 – 2014*

*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.

5.19 Figure 10 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline. As footfall in the city centre has remained high during this period, this suggests that there has been a move towards more sustainable modes of travel such as walking, cycling and public transport.

5.20 The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation during this time, however the average weekday inbound traffic in 2014 was lower the Core Strategy 2006 baseline.

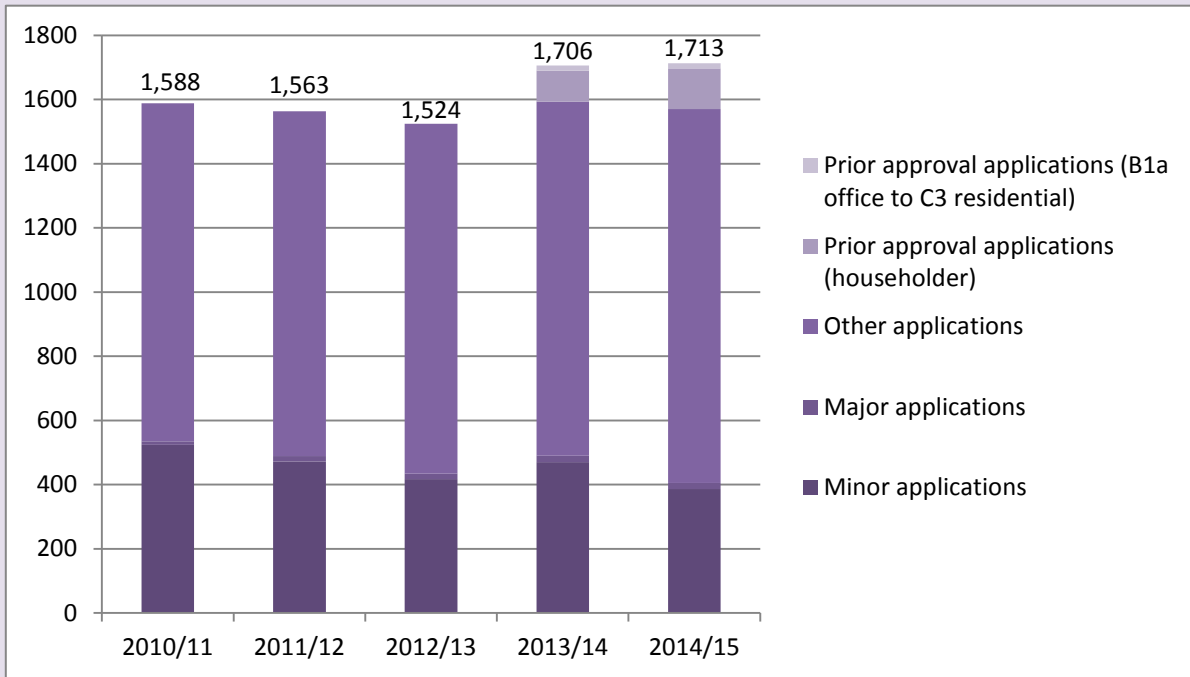
An Efficient and Effective Council

Ambition: A flexible and digitally enabled organisation, delivering high-quality, value-for-money services

- Approach:
- The customer first programme
 - Improving our processes
 - Better procurement and contract management
 - Trading and business development
 - Organisation development

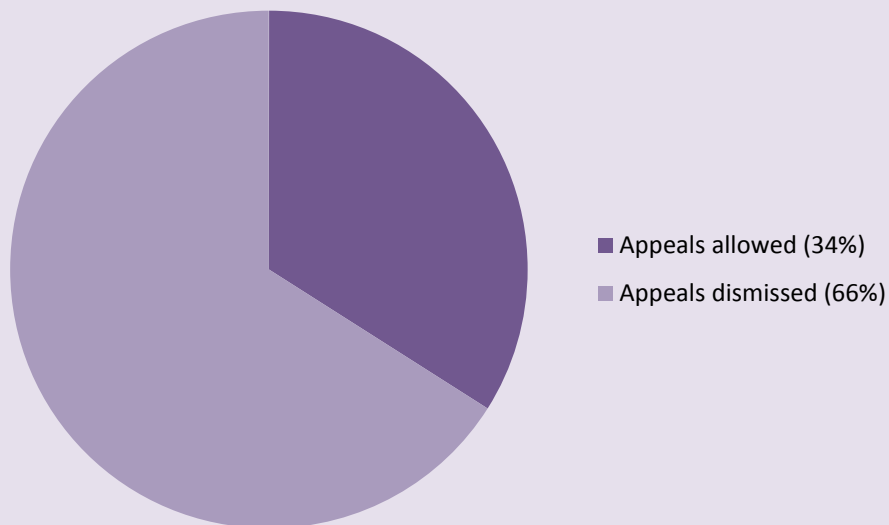
Planning Performace 2014/15

Planning applications received:



Planning appeal decisions 2014/15:

In 2014/15 50 planning appeals relating to sites in Oxford were determined (excluding enforcement appeals). The outcomes of these appeals are summarised below:



LOCAL DEVELOPMENT SCHEME MONITORING

6.1 The Local Development Scheme (LDS) sets out timescales for producing new Local Plan documents. Table 23 shows performance against these timescales in 2014/15.

Local Plan Document	LDS Timescale	Progress
Northern Gateway Area Action Plan (AAP)	Start July 2012 - Adoption May/June 2015 ³²	Work on the Northern Gateway AAP progressed significantly during 2014/15 and the document was submitted to the Secretary of State in October 2014 in-line with the LDS. Public hearings were held in March 2015 and the Inspector's report was received on 15 June. The AAP was adopted shortly after this on 20 July 2015.
Development Management Development Plan Document (DPD)	Start October 2012 - Examination November 2014	The City Council has not yet made a decision on whether it will still produce a Development Management DPD.
Low Carbon (inc. NRIA) Supplementary Planning Document (SPD)	Start April 2013 - Adoption April 2014	This document is likely to be moved to the LDS work programme for 2016-19. Guidance in terms of residential development is already provided in the Sites and Housing Plan.

Table 23: Progress against Local Development Scheme timescales in 2014/15

6.2 In addition to the documents set out in the LDS, progress was also made on the following documents during 2014/15:

Diamond Place SPD – Consultation was undertaken on both the preferred options and draft SPD during the monitoring year. The SPD was subsequently adopted on 9 July 2015.

Statement of Community Involvement (SCI) – Consultation was undertaken on the draft SCI in early 2015. The revised SCI was adopted on 9 July 2015.

Achieving High Quality Design in Oxford SPD – Work commenced on this document during the 2014/15 monitoring year and will continue into 2015/16.

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. Much of this engagement and cooperation was already undertaken by the City Council as best practice, and we have a history of working with neighbouring authorities.

6.4 In 2014/15 work was progressing on the Northern Gateway Area Action Plan (AAP), which, as a Local Plan document, was subject to the Duty to Cooperate. Consultation took place with the prescribed bodies and with the other Oxfordshire authorities on the Proposed Submission AAP from July to September 2014, followed by submission to Government, and public examination hearing sessions held in March 2015. On-going dialogue meetings were also held during that period with a range of stakeholders, including with various Duty to Cooperate bodies and in particular with Oxfordshire County Council. Full details of how the City Council

³² Amended timescale approved by Full Council on 14 July 2014

complied with the Duty to Cooperate in respect of the Northern Gateway AAP are set out in the Northern Gateway AAP Duty to Cooperate Compliance Statement (October 2014).

- 6.5 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 (formerly the Oxfordshire Spatial Planning and Infrastructure Partnership (SPIP)); 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.
- 6.6 Following on from the Oxfordshire joint Strategic Housing Market Assessment publication in April 2014, 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 county is met in emerging Local Plans, including 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. The engagement on this matter has included work to ensure the Oxford Strategic Housing Land Availability Assessment (SHLAA) is up to date to establish city's housing capacity, as well as work to test the options for where the growth might be distributed across the county such as the jointly-commissioned Oxford Green Belt Study.

APPEAL DECISION MONITORING

- 6.7 Monitoring appeal decisions helps us to understand how planning policies are interpreted and applied by inspectors. In the majority of cases inspectors found our policies to be up-to-date and in compliance with national policy and guidance. There were a few interesting comments made on specific policies during 2014/15 and these are summarised below:

Saved Local Plan Policy HE.7 - Conservation Areas

- 6.8 In a number of cases inspectors commented that Policy HE.7 echoes the sentiments of the NPPF in aiming to sustain or enhance the significance of heritage assets. There was one case however where the inspector commented that Policy HE.7 could better reflect the current wording of the National Planning Policy Framework.³³

Sites and Housing Plan Policy HP4 – Affordable Homes from Small Housing Sites

- 6.9 Policy HP4 requires a financial contribution towards affordable housing provision on sites with a capacity for four to nine dwellings. In one case an inspector did not consider a financial

³³ Appeal against the refusal of planning application 13/00880/FUL for the demolition of existing garages and outbuildings, partial demolition of the existing house, erection of extensions and rebuilding of stone boundary wall at 29 Old High Street. Appeal dismissed.

contribution necessary as they had no information before them demonstrating that the site had the capacity for four or more dwellings.³⁴

Sites and Housing Plan Policy HP5 – Location of Student Housing

- 6.10 One Inspector commented: "Policy HP5 is unequivocal as to where planning permission will only be granted for student accommodation in the City."³⁵

Saved Local Plan Policy RC.6 – Street Specific Controls

- 6.11 An Inspector commented that the Local Plan Policies Map uses a generic notation for all street specific retail frontages meaning that there is no clear way to identify which units are located within the particular street areas.
- 6.12 The same Inspector, in considering the application to convert and amalgamate three shops to a restaurant/café against policy RC.6 questioned whether it was clear how the policy applied when shop units were being amalgamated.³⁶

Balance of Dwellings (BoDs) SPD

- 6.13 In one case, an appellant suggested that the research underlying the BoDs SPD is dated and that there has been repeated non-compliance with the SPD's requirements. In response, the City Council referred to the most recent Strategic Housing Market Assessment (SHMA) which indicated that the greatest requirement for new homes in percentage terms will continue to be for 3-bed units and therefore the BoDs SPD remains valid and relevant. The Inspector found "no compelling grounds to disagree with the Council on this point."³⁷ Indicator 16 provides further information on the application of the BoDs SPD.

STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

- 6.14 Effective community engagement is essential to good planning. The Statement of Community Involvement (SCI) sets out how the City Council will involve the community and other stakeholders in planning decisions. A comprehensive review of the SCI was undertaken in 2014/15, with an updated SCI adopted on 9 July 2015. The 2006 SCI was still in force throughout the 2014/15 monitoring year and the AMR reports on this basis (Table 24).

³⁴ Appeal against the refusal of planning application 13/01872/FUL for the erection of rooftop extensions to Castle Mill House, Juxon Street to provide 1 x 2 bed and 2 x 1 bed flats. Appeal allowed.

³⁵ Appeal against the refusal of planning application 13/02350/FUL for the erection of 9 student study rooms at land adjacent Thames Wharf 3, Roger Dudman Way. Appeal dismissed.

³⁶ Appeal against the refusal of planning application 14/00450/FUL for the change of use from retail (A1) to restaurant/cafes (A3) at 32 Little Clarendon Street and 126 and 127 Walton Street. Appeal allowed.

³⁷ Appeal against the refusal of planning application 14/00429/FUL for the demolition of existing houses and erection of 4 x 1-bed, 18 x 2-bed and 6 x 4-bed houses at 3-9 Elsfield Way and 478 and 480 Banbury Road. Appeal allowed.

Annual Monitoring Report 2014/15

Document	Consultation Stage and Dates	Methods Used	Outcomes / Comments
Northern Gateway AAP	Proposed submission (21 July-15 Sept 2014)	Email/letters sent to everyone on the City Council's database and all those who responded to the Options consultation (1,793 emails and 115 letters). Approximately 4,000 summary leaflets were hand-delivered to all addresses within the AAP boundary and nearby areas. Consultation documents published online and available to view at public libraries and City Council's offices.	156 responses received Minor changes made to the submission document. All representations forwarded to the inspector for consideration. Full consultation report available on our website .
Diamond Place SPD	Preferred options (3 April-30 May 2014)	Workshop with Summertown St Margaret's Neighbourhood Forum. Comment forms available at NOA Community Centre, Ferry Leisure Centre, Summertown Health Centre, Summertown Library, Central Library and City Council Offices. Options document published online.	191 responses received Responses were considered and shaped the production of the draft SPD. Full consultation report available on our website .
	Draft Document (27 Feb -17 April 2015)	Approximately 1,700 letters/emails sent to everyone on the City Council's database and all those who responded to the earlier stages of consultation. Advertisements online, in local press, posters on community notice boards and through local groups (NOA, Summertown St Margaret's Neighbourhood Forum and Ferry Users' Group). Two public consultation events. Exhibition boards displayed at the NOA community centre, Ferry Leisure Centre and St Aldate's Chambers.	60 responses received Responses were considered and as a result changes were made to the SPD prior to adoption. Full consultation report available on our website .
High Quality Design SPD	Scoping (27 Feb-17 April 2015)	Emails/letters sent to key stakeholders. Face to face meetings with stakeholders. Discussions with the Oxford Design Review Panel. Advertised online. Online Questionnaire.	11 responses received Responses have been considered and will shape the production of the draft document. Full consultation report available on our website .
Statement of Community Involvement	Draft Document (6 Jan-17 Feb 2015)	Letters/emails sent to everyone on the City Council's database. Local press release. Consultation documents were published online and available to view at public libraries throughout the city, as well as City Council's offices.	23 responses received Responses were considered and as a result changes were made to the SCI prior to adoption. An action plan was also developed to take forward issues that could not be addresses directly in the SCI. Full consultation report available on our website .

Table 24: Statement of Community Involvement Monitoring 2014/15

COMMUNITY INFRASTRUCTURE LEVY MONITORING

- 6.15 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.³⁸
- 6.16 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 25 sets out the CIL Monitoring information as required by regulation 62(4) for the period 1 April 2014 to 31 March 2015. Data for the 2013/14 monitoring year is also included for comparative purposes.

³⁸ The Community Infrastructure Levy Charging Schedule (October 2013) sets out which developments are liable for CIL and how CIL is calculated.

Annual Monitoring Report 2014/15

Regulation 62 Reference	Description	Amount Collected 2013/14	Amount Collected 2014/15
(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.	£0.00	£0.00
4(a)	Total CIL receipts	£7,064.00	£1,378,999.82
4(b)	Total CIL expenditure	£0.00	£0.00
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	N/A	N/A
4 (c) (ii)	Amount of CIL expenditure on each item	£0.00	£0.00
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)	£0.00	£0.00
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%)	£353.20	£68,949.99
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)	£0.00	£14,895.00 to Black Bird Leys Parish Council ³⁹
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)	£1,059.60	£191,954.97
4 (cb) (ii)	The items to which the CIL receipts to which regulations 59E and 59F applied have been applied	N/A	N/A
4 (cb) (iii)	Amount of expenditure on each item	£0.00	£0.00
4 (cc) (i)	Total value of CIL receipts requested from each local council under a notice served in accordance with regulation 59E	£0.00	£0.00
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	£0.00	£0.00
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)	£6004.40	£1,103,199.86
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	£5,651.20
4 (d) (iii)	CIL receipts for the monitoring year to which regulation 59E or 59F applied retained at the end of the monitoring year	£1,059.60	£191,954.97
4 (d) (iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the monitoring year	£0.00	£1059.60
4 (e) (i)	In relation to any infrastructure payments accepted, the items of infrastructure to which the infrastructure payments relate	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

Table 25: Community Infrastructure Levy Monitoring 2014/15

³⁹ If no CIL is received by the City Council from developments in a parish during the monitoring period then no payments will be made for that period.

6.17 As expected, total CIL receipts were significantly higher in 2014/15 in comparison to the previous monitoring year. This is because the CIL charging schedule only started being applied part way through 2013/14. The City Council will use funds secured through CIL to deliver strategic infrastructure as shown on the Regulation 123 list. Local infrastructure will be secured through planning obligations in line with the Core Strategy and the Affordable Housing and Planning Obligations SPD.

S106 AGREEMENT MONITORING

6.18 In 2014/15, £851,875 of developer contributions held by the City Council has been spent (Table 26).

Type of expenditure	Amount of expenditure
Park and Ride	£40,072
Leisure	£45,338
Frideswide improvements	£285,000
Rose Hill Community Centre	£430,650
Works of art	£12,025
Environmental improvements	£38,790

Table 26: S106 expenditure 2014/15

6.19 At the start of the 2015/16 monitoring year there was £2,036,863 of developer funding held by the City Council which is due for expenditure (subject to Council approval) as set out in Table 27.

Type of expenditure	Amount of expenditure (by year)	
	2015/16	2016/17 onwards
Affordable housing	Nil	£709,895
Community facilities	Nil	£119,886
Pedestrian infrastructure	£315,000	£385,135
Park and Ride	£63,129	Nil
Leisure	£21,084	£173,452
Environmental improvements	£60,000	£158,491
Works of art	£7,892	£22,899

Table 27: S106 money due for expenditure in 2015/16 and beyond⁴⁰

⁴⁰ The figures for the years of expenditure are only approximate and may change due to slippage or early completion of schemes.

Glossary

Affordable housing	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.
Appeal	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.
Area Action Plan (AAP)	AAPs form part of the Local Plan. They guide development in key growth areas by establishing area specific objectives, policies and proposals.
Biodiversity	Diversity of plant and animal life, usually measured by number of species.
Building for Life	Building for Life is the national standard for well-designed homes and neighbourhoods. Assessments are scored against 12 Building for Life questions, covering: 'Integrating into the Neighbourhood'; 'Creating a Place'; and 'Street and Home'.
Community Infrastructure Levy (CIL)	CIL is a standard charge on new development which is used to help fund infrastructure provision.
Core Strategy	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.
Duty to Cooperate	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.
Dwelling	A self-contained unit of residential accommodation (house, flat, maisonette, studio, etc) but not a house in multiple occupation (HMO), bedsit or communal home.
Flood Zone	Flood Zones 1, 2, 3a and 3b are defined in the companion guide to the NPPF. These categories define the likelihood of flooding occurring in that zone (with Flood Zone 1 having the lowest risk and Flood Zone 3 the highest risk).
Green Belt	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.
Greenfield land	Formerly defined as land that has not previously been developed. 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.
Gross Internal Area (GIA)	The area of a building measured to the internal face of the perimeter walls at each level.
Heritage Asset	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).
Houses in Multiple Occupation (HMOs)	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.

Housing trajectory	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
Local Development Scheme (LDS)	Outlines every Local Plan document that the City Council intends to produce over the next three years along with timetables for their preparation.
Local Plan	The term now used by the Government to describe a range of Local Development Plan Documents that set out objectives and policies relevant to the development and use of land.
National Planning Policy Framework	The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied.
Neighbourhood Plan	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.
Natural Resources Impact Analysis (NRIA)	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.
Planning Practice Guidance	A web-based resource that brings together national planning practice guidance for England.
Previously Developed Land (PDL)	Land that is/was occupied by a permanent structure (excluding agriculture or forestry buildings). The definition covers the curtilage of the development.
Sites of Local Importance for Nature Conservation (SLINC)	A site containing important habitats, plants and animals in the context of Oxford.
Sites of Special Scientific Interest (SSSI)	Areas identified by English Nature as being of special interest for their ecological or geological features.
Special Areas of Conservation (SACs)	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.
Supplementary Planning Documents (SPD)	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
Sustainability Appraisal	A social, economic and environmental appraisal of strategy, policies and proposals required for Local Plan documents and sometimes Supplementary Planning Documents.
Tree Preservation Order	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 1: Oxford's Planning Policy Documents

The Local Plan	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy	March 2011
Sites and Housing Plan	February 2013
Oxford Local Plan	November 2006
Barton Area Action Plan	December 2012
Northern Gateway Area Action Plan	July 2015
West End Area Action Plan	June 2008
Policies Map	March 2013
Supplementary Planning Documents (SPDs)	
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Diamond Place SPD	July 2015
High Quality Design in Oxford SPD	TBC
Jericho Canalside SPD	December 2013
Natural Resource Impact Analysis SPD	November 2006
Oxpens Master Plan SPD	November 2013
Parking Standards SPD	February 2007
Telecommunications SPD	September 2007
Technical Advice Notes (TANs)	
Accessible Homes TAN	March 2013
Community Pubs TAN	November 2014
Energy Statement TAN	November 2013
Waste Storage TAN	November 2014
Other documents	
Statement of Community Involvement	July 2015
Local Development Scheme	November 2011
Annual Monitoring Report	Produced annually
Community Infrastructure Levy Charging Schedule	October 2013

Appendix 2: Core Strategy Monitoring

Core Strategy Policy	Where you can find monitoring information
CS1 Hierarchy of Centres	Indicator 17: Density of housing development
CS2 Previously developed land and greenfield land	Indicator 3: Employment development on previously developed land Indicator 12: Residential development on previously developed land
CS3 Regeneration areas	Indicator 26: Regeneration areas
CS4 Green Belt	Indicator 39: Development in the Green Belt
CS5 West End	Indicator 27: West End
CS6 Northern Gateway	Indicator 29: Northern Gateway
CS7 Land at Barton	Indicator 28: Land at Barton
CS8 Land at Summertown	Indicator 30: Land at Summertown
CS9 Energy and natural resources	Indicator 38: Development complying with NRIA SPD
CS10 Waste and recycling	Indicator 40: Waste and recycling
CS11 Flooding	Indicator 37: Managing flood risk
CS12 Biodiversity	Indicator 36: Changes in areas of biodiversity importance
CS13 Supporting access to new development	Indicator 27: West End Indicator 28: Land at Barton Indicator 29: Northern Gateway
CS14 Supporting city-wide movement	Indicator 47: Traffic growth at inner and outer cordons
CS15 Primary healthcare	Indicator 33: Provision/improvement of local healthcare facilities
CS16 Access to education	Indicator 34: Provision/improvement of local educational facilities
CS17 Infrastructure and developer contribution	No specific monitoring target
CS18 Urban design, townscape character and the historic environment	Indicator 27: West End Indicator 41: Heritage assets at risk Indicator 42: Applications involving the total, substantial or partial demolition of a listed building Indicator 43: Appeals allowed where conservation policies were cited as a reason for refusal Indicator 44: Tree Preservation Orders (TPOs)
CS19 Community safety	Indicator 32: Permissions contrary to Thames Valley Police advice
CS20 Cultural and community development	Indicator 27: West End Indicator 35: Maintaining access to community facilities
CS21 Green spaces, leisure and sport	Indicator 45: Loss of public open space, outdoor sports and recreation facilities Indicator 46: Number of parks with Green Flag status

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CS22 Level of housing growth	Indicator 10: Housing trajectory
CS23 Mix of housing	Indicator 16: Mix of housing
CS24 Affordable housing	Indicator 13: Affordable housing completions (gross) and tenure Indicator 14: Proportion of affordable housing where there is a policy requirement
CS25 Student accommodation	Indicator 22: Students and purpose-built student accommodation
CS26 Accommodation for travelling communities	No specific monitoring target
CS27 Sustainable economy	Indicator 1: Employment land supply Indicator 4: Employment development on allocated sites Indicator 5: Planning permissions for new B1 uses
CS28 Employment sites	Indicator 2: Employment land lost to other uses
CS29 The universities	Indicator 6: Land for key employment uses
CS30 Hospitals and medical research	Indicator 6: Land for key employment uses
CS31 Retail	Indicator 7: Location of new retail development
CS32 Sustainable tourism	Indicator 9: Supply of short stay accommodation

Appendix 3: Sites and Housing Plan Monitoring

Sites and Housing Plan Monitoring	
Core Strategy Policy	Where you can find monitoring information
HP1 Changes to existing homes	Indicator 11: Changes of use from existing homes
HP2 Accessible and adaptable homes	Monitoring target no longer relevant
HP3 Affordable homes from general housing	Indicator 14: Proportion of affordable housing where there is a policy requirement
HP4 Affordable homes from small housing sites	Indicator 15: Financial contributions towards affordable housing
HP5 Location of student accommodation	Indicator 23: Location of new student accommodation
HP6 Affordable homes from student accommodation	Indicator 15: Financial contributions towards affordable housing
HP7 HMOs	Indicator 24: Houses in multiple occupation (HMOs)
HP8 Residential moorings	Indicator 25: Residential moorings
HP9 Design, character and context	Indicator 19: Building for Life
HP10 Developing on residential gardens	No specific monitoring target
HP11 Low carbon homes	Indicator 38: Natural Resources Impact Analysis (NIRA)
HP12 Indoor space	Indicator 18: Indoor residential space
HP13 Outdoor space	No specific monitoring target
HP14 Privacy and daylight	No specific monitoring target
HP15 Residential cycle parking	Indicator 20: Residential cycle parking
HP16 Residential car parking	Indicator 21: Residential car parking

Appendix 4: Core Strategy Sustainability Appraisal Monitoring

Sustainability Appraisal Indicator	Sustainability Appraisal Target	Monitoring Information 2014/15
Population		
Total no. residents	n/a	See Strong Active Communities
No. students	n/a	Indicator 21: Students and purpose-built student accommodation
Flooding		
Permissions contrary to Environment Agency advice	0% approved contrary to formal objection	Indicator 36: Managing flood risk
% developments accompanied by flood risk assessments	100% of developments of 1ha in flood zone 1 100% of developments in flood zone 2 or above	Indicator 36: Managing flood risk
Housing		
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 10: Housing trajectory
No. students living outside university accommodation	All increase in student numbers to be met by increase in purpose-built student accommodation	Indicator 21: 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
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. The City Council has now taken this further by generating our own 'Oxford Standard' which exceeds the requirements of the Decent Homes Standard.
% of new-build housing on qualifying sites achieving Building for Life criteria (CS18)	95% to achieve level 14 or above	Indicator 18: Building for Life
Urban renaissance / health / education / crime / vibrant communities / access to essential services and facilities / access to culture, leisure and recreation		
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	Indicator 45: Number of parks with Green Flag status
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	Indicator 34: Maintaining access to community facilities

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	provision (unless the existing use is and will continue to be redundant)	
Index of health deprivation for Oxford's 'super output areas'	Improve ranking, particularly of Carfax	See Strong Active Communities
Density of residential development	City and district centres to deliver higher density residential development than within the wider district area	Indicator 16: Density of housing development
Provision and improvement of local primary healthcare facilities	As per CS15 monitoring	Indicator 32: Provision/improvement of local healthcare facilities
Provision and improvement of local educational facilities	As per CS16 monitoring	Indicator 33: Provision/improvement of local educational facilities
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)	Indicator 31: Permissions contrary to Thames Valley Police advice
Poverty / regeneration areas		
% affordable housing completions	50% on qualifying sites 150 per year 2008-10 200 per year 2010-12	Indicator 13: Affordable housing completions (gross) and tenure Indicator 14: 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 25: Regeneration areas
No. households living in temporary accommodation	698 in 2008/09 577 in 2009/10 536 in 2010/11	See 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 25: 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 Northern Gateway Preliminary Air Quality Assessment 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 46: Traffic growth at inner and outer cordons
% people travelling to work by private motor vehicle	No increase in current level of 43.3%	See Cleaner Greener Oxford
Biodiversity		
Condition of Port Meadow SSSI; integrity of Oxford Meadows SAC	n/a	The most recent Natural England Assessment (06/07/10) rated the Condition of the Port Meadow SSSI with Wolvercote Common as follows: Unit 001 – Favourable Unit 002 – Favourable Unit 003 – Unfavourable recovering Unit 004 – Favourable

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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 Thames Valley Environmental Records Centre
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 (2)	Indicator 35: Changes in areas of biodiversity importance
Countryside and historic environment		
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 40: 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 41: 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 2 April 2015 .
Length of footpaths, bridleways and permissive rights of way per person	No decrease	Data maintained by Oxfordshire County Council
Inappropriate development in the Green Belt	None unless specifically allocated by the LDF	Indicator 38: Development in the Green Belt
% of new dwelling completions on previously developed land	2009/14: 90+% 2014/26: 75+%	Indicator 12: Residential development on previously developed land
Employment developments on previously developed land	No development on greenfield unless specifically allocated	Indicator 3: Employment development on previously developed land
Water use per person per day	130 litres (from 164 litres in 2004)	Data unavailable at the time of publication.
Developments complying with NRIA requirements	100% compliance	Indicator 37: Development complying with Natural Resources Impact Analysis SPD requirements
Average % energy produced by on-site renewables in new developments	20% on-site renewable energy from qualifying sites throughout the plan period	Indicator 37: Natural Resources Impact Analysis (NIRA)
Residential waste per household	2008/09 – 725kg 2009/10 – 723 kg 2010/11 – 715 kg	Indicator 39: Waste and recycling
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	Indicator 39: Waste and recycling

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Water and soil quality		
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	The Environment Agency's most recent RBMP (2009) 'Annex A: Current State of Waters' rates Oxford's rivers as falling within the categories good, moderate and poor.
Incorporation of Sustainable Urban Drainage System in all relevant new developments	n/a	No specific monitoring target
Skilled workforce / high employment / economic growth / economic innovation		
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 Nomis figures show that total jobs stood at 120,000 in 2013. 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	2014/15 - 80.0% economically active 2013/14 - 78.1% economically active 2010/11 (baseline) - 77.6%
New retail, office and leisure development in the city centre and district centres	As per targets set in the Core Strategy monitoring framework	Indicator 7: Location of new retail development
Average length of visitor stays	Increasing	Data unavailable at the time of publication
Average visitor spend	Increasing	Data unavailable at the time of publication
Supply of short-stay accommodation	Net increase	Indicator 9: Supply of short stay accommodation

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Appendix 2 – Risk Assessment - AMR

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 6	I	P	I	P			
CEB-001-CD	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	28 Sept 2015	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning and Regulatory Services		

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To: City Executive Board
Date: 12 November 2015
Report of: Head of Housing and Property
Title of Report: Sale of City Farm, Garsington

Summary and Recommendations

Purpose of report: To approve the sale of City Farm, Garsington which is held as a General Fund investment asset.

Key decision Yes

Executive lead member: Councillor Ed Turner

Policy Framework: Efficient and Effective Council

Recommendation(s): That the City Executive Board resolves to:

1. authorise the sale of City Farm on the basis of the valuation set out in Appendix 3; and
2. delegate authority to the Executive Director for Regeneration and Housing, in consultation with the Executive Lead Member, the Chief Executive, the Monitoring Officer and the s151 Officer, to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

Appendix 1 Location Plan
Appendix 2 Risk Register
Appendix 3 Exempt from Publication

Background

1. City Farm is let on a protected agricultural tenancy which commenced on 29 September 1962. The farm comprises a farm house along with a cottage, a range of farm buildings and 137 acres of agricultural land. The holding is shown on the attached plan at Appendix 1.

2. Based upon the value, current liabilities and returns of the holding our professional advice is that it is preferable to dispose of this asset in investment terms.
3. Initial discussions have been held with the tenant as a potential purchaser of the farm.

Legal Issues

4. The farm is leased under a protected tenancy, the terms of which are set out in the confidential Appendix 3.

Financial Issues

5. The property is held within the General Fund as an investment asset. The current rent is £12,500pa and as such the investment return is low with no immediate development value. As such it is not currently meeting the Council's requirements.
6. A clawback clause will be incorporated as part of the sale transaction so that if the land is subsequently sold for redevelopment the Council will take a share of those profits. Bids will be sought on two alternative basis; firstly for the clause to apply in perpetuity and secondly on a conventional market basis which would be in the region of 30 years. This will allow the valuation difference to be evaluated.
7. The market for agricultural land and investments is currently strong and this sale will benefit from that.
8. Further detail is set out in the confidential Appendix 3.

Environmental Impact

9. None.

Level of Risk

10. A risk register is attached at Appendix 2.

Equalities Impact

11. An assessment is not relevant.

Name and contact details of author:-

Name Julia Castle
Job title Surveyor
Service Area / Department Housing
Tel: 01865 252223 email: jcastle@oxford.gov.uk

List of background papers: None



Title; City Farm, Garsington (E103)

Scale: 1:8,000

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Ordnance Survey 100019348.

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Appendix 2 - Risk Register Sale of City Farm
Garlington

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner			Gross			Current			Residual			Comments	Control description	Due date	Controls Status	Progress %	Action Owner
						I	P	S	I	P	S	I	P	I	P	S							
Non completion	Transaction as set out does not proceed to completion	Threat	Purchaser changes mind	Remarket which will cause delays and additional cost	June 2015	5	2	2	2	2	2	1	3	2				Communication with purchaser	31 March 2016	In progress		Julia Castle	
Unforeseen issues arise	Title issues arise or other legal issues	threat	Information which has not yet been uncovered	Delay or cost	June 2015	4	2	2	2	1	2	2	2					Early legal work	31 March 2016	In progress		Julia Castle	
Market Risk	Market changes	threat/opportunity	Wider economy	change in price	June 2015	2	2	2	2	2	2	2	2	2				Monitor market	31 March 2016	In progress			

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MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 15 October 2015

www.oxford.gov.uk



COUNCILLORS PRESENT: Councillors Turner (Deputy Leader), Brown, Hollingsworth, Kennedy, Rowley, Simm and Sinclair.

OTHER MEMBERS PRESENT: Councillor Jean Fooks, Councillor Andrew Gant, Councillor Linda Smith, Councillor David Thomas and Councillor Craig Simmons

OFFICERS PRESENT: Peter Sloman (Chief Executive), Caroline Green (Assistant Chief Executive), Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Financial Services), Jeremy Thomas (Head of Law and Governance), Lindsay Cane (Law and Governance), Stephen Clarke (Head of Housing and Property), Ian Brooke (Head of Community Services), Ian Wright (Environmental Development), Richard J Adams (Community Services), Adrian Chowns (Team Leader HMO Enforcement Team), Niko Grigoropoulos (City Development), Ian Marshall (Team Leader Design, Heritage and Specialist Services), Fiona Piercy, Paul Wilding (Benefit Operations Manager) and Catherine Phythian (Committee Services Officer)

83. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Price, Cllr Lygo and Cllr Tanner.

The Chair welcomed Caroline Green, Assistant Chief Executive, to her first meeting of the City Executive Board.

84. DECLARATIONS OF INTEREST

There were no declarations of interest.

85. PUBLIC QUESTIONS

The City Executive Board noted the following public questions and the written responses (as published) on:

Agenda item 7: City Centre Public Space Protection Order

- Mr Jonny Walker, Founding Director of Keep Streets Live Campaign
- Mr Mark Thomas

Agenda item 8: Proposed lease and monitoring arrangements for Community Centres

- Mr Khan

86. SCRUTINY COMMITTEE REPORTS

The Chair of the Scrutiny Committee submitted the following reports for consideration by the Board:

4a: Report of the Scrutiny PSPO Panel on the City Centre PSPO

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 7.

4b: Report of the Scrutiny Committee on Community Centre Leases

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 8.

4c: Report of the Scrutiny Inequality Panel - Combatting inequality: Is Oxford City Council doing all it can to make Oxford a fairer, more equal place?

See minute item 87.

4d: Report of the Scrutiny Committee on the Financial Inclusion Strategy

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 9.

4e: Report of the Scrutiny Housing Panel on HMO Licensing

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 12.

4f: Report of the Scrutiny Housing Panel on the fitting of solar panels on council-owned housing stock

This report (previously circulated, now appended) was considered as part of the discussion of agenda item 11.

87. REPORT OF THE SCRUTINY INEQUALITY PANEL - COMBATTING INEQUALITY: IS OXFORD CITY COUNCIL DOING ALL IT CAN TO MAKE OXFORD A FAIRER, MORE EQUAL PLACE?

Cllr Simmons, Chair of the Scrutiny Committee, presented the report (previously circulated, now appended). He said that the Scrutiny Committee was pleased to note that 17 of the original recommendations of the Scrutiny Inequality Panel had been agreed in full and 3 had been agreed in part. He said that at the meeting on 6 October 2015 the Scrutiny Committee discussion had focused on the 9 original recommendations which had not been agreed or commented upon by the City Executive Board. He explained that the report before the Board provided supplementary information to support those 9 recommendations.

The Board noted the responses provided in the supplementary report. The Executive Director Organisational Development and Corporate Services provided the following comments on the 9 outstanding recommendations:

- Recommendation 3: Not agreed – metrics must be national to be comparative
- Recommendation 10d: Not agreed – although the Board confirmed its supports the social prescribing initiative it is the responsibility of the Oxfordshire Clinical Commissioning Group.
- Recommendation 13: Not agreed – the outcome of the bid will be monitored and the recommendation will be kept under review.
- Recommendation 14a: Agreed in part – The Board noted its appreciation of the work of Asylum Welcome.
- Recommendation 16: Agreed in part - The OCVA have a register of Charities and are funded by the Council. We will raise concerns about the register with OCVA and seek to address them with OCVA colleagues.
- Recommendations 17a and b: Not agreed - This proposal does have a cost implication, as whilst the Council has some information in relation to benefits claimants it does not hold any data on schools children attend and as the roll out of Universal Credit continues it will hold no relevant benefit data. A new grant programme is something to consider during the budget setting process.
- Recommendation 19: Agreed - The Council will lead by example and promote best practice.
- Recommendation 20: Agreed – the Council supports the sentiments behind the recommendation and will increase its efforts to promote the Oxford Living Wage.

88. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Thomas addressed the Board with regard to:

- agenda item 7: City Centre PSPO

His comments were addressed during the discussion of that item.

Cllr Fooks addressed the Board with regard to:

- agenda item 7: City Centre PSPO
- agenda item 10: Changes for charges to planning and listed building pre-application advice
- agenda item 12: Review of additional licensing scheme for houses in multiple occupation (HMOs) in Oxford

Her comments were addressed during the discussion of those items.

89. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

There were no Councillor addresses on neighbourhood issues.

90. CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

The Executive Director Community Services submitted a report (previously circulated, now appended) which detailed the consultation regarding a Public

Spaces Protection Order for the city centre, and sought approval of a draft Order.

Cllr Sinclair, Executive Board Member for Crime, Community Safety and Licensing presented the report. She reminded the Board that the current draft PSPO was the result of a long period of intense scrutiny from early 2015 and that it had been revised following robust and thorough review and in response to representations.

The Environmental Protection Service Manager highlighted the main points of the report. He explained that it addressed each of the proposed prohibitions and offered evidence for its inclusion and commented on how the offence would be enforced.

The Head of Law and Governance briefed the Board on the supplementary report (previously circulated, now appended) which addressed the representations submitted by Liberty in their letter of 9 October 2015. The report also clarified the Council's intentions with regard to the issue of Fixed Penalty Notices (FPNs) for aggressive begging and detailed a proposed correction to the draft Order by replacing "make" with "complete" in Prohibition 1f).

The Chief Executive advised the Board that a representation had been received that afternoon from the University of Oxford stating that they did not wish the boundaries of the PSPO to include any University land. He informed the Board that the University had been one of the 3000 landowners consulted. He indicated that some of the prohibitions in the draft PSPO already had effect on University land. He recommended that, if the Board were minded to approve the PSPO, they should do so in its present form and task officers to speak to university/college landowners about the practical implementation and enforcement of it.

The Chief Executive said that he had personally spoken to front line Council staff to understand the sort of issues they faced in dealing with anti-social behaviour in the city centre. Based on their comments and on his own personal observations of incidents in the city centre he was confident that the powers afforded to the Council under the PSPO were necessary. He said that in the majority of cases the Council's enforcement code was the starting point to changing behaviours and addressing the underlying problems which caused that behaviour. The PSPO would provide Council officers with stronger powers to deal with the minority of cases who rejected the offers of support from the Council and other local organisations. He assured the Board that the effectiveness of the PSPO would be subject to close scrutiny and monitoring.

Cllr Gant, Chair of the Scrutiny City Centre PSPO Panel, presented the report of the Scrutiny Panel (previously circulated, now appended). He explained that the Panel had met on 5 October 2015 to consider the draft PSPO and that the Panel's conclusions had been presented to the Scrutiny Committee on 6 October 2015. He noted the City Executive Board responses to the Scrutiny Committee recommendations and reminded the Board that both the Scrutiny Panel and Committee had failed to reach a consensus with regard to Sections 1a and 1e of

the draft PSPO. He said that due to time constraints it was regrettable that the Liberty letter had not been received at the time of the Panel or the Scrutiny Committee meetings.

Cllr Fooks, commenting on behalf of the Liberal Democrat Group, made the following points:

- Anti-social behaviour in the city centre needed to be addressed but was the introduction of a PSPO the most appropriate measure
- The Board should give full consideration to the points raised by Liberty as stated in Recommendation 2 from the Scrutiny Committee
- Was it advisable to include busking in the PSPO in advance of the new “code of conduct for busking”?

Cllr Thomas made the following points:

- That vulnerable people would be criminalised not helped as a result of the PSPO
- That the Board should drop the begging component in the draft PSPO

In discussion the Board noted the importance of differentiating between people who were homeless and those who were begging. They heard that the PSPO replaced or updated existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders. Any change to the draft PSPO boundaries would mean that the areas excluded would have no such updated legal regulations in place.

The City Executive Board resolved to:

1. **Agree** to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 ‘the Act’) on the terms set out at Appendix One and subject to the amendments detailed at Recommendation 2, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act; and
2. **Agree** to revise the proposed Order, to replace the word ‘make’ in the first bullet point of Prohibition 1(f) with ‘complete’ and to insert the word ‘reasonably’ prior to the word ‘perceived’ in Prohibition 1(a).

91. PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES

The Head of Community Services submitted a report (previously circulated, now appended) which detailed proposals for a framework for the determination of leases in respect of city council owned community centres occupied and operated by community associations.

Cllr Simm, Executive Board Member for Culture and Communities presented the report. She explained the reasons for the proposed changes and said that it had

been the original intention to present this report in parallel with the Community Centre Strategy report. However, in view of the concerns expressed by the Community Centre Associations it was felt that delaying the lease proposal report would be unreasonable. She assured the Board that there was nothing in the draft Community Centre Strategy that conflicted with the lease proposals.

Cllr Simmons, Chair of the Scrutiny Committee, presented the scrutiny recommendations. Commenting on the draft City Executive Board responses to the recommendations he said that Recommendation 2 was about developing some basic non-negotiable conditions which would give the Council grounds for termination. The Executive Board Member for Culture and Communities said that this would be something that would be pursued in more detail in future discussions with the Community Associations.

The Board noted that they would receive an update on the progress on the lease negotiations when they considered the Community Centre Strategy report at their November meeting.

The City Executive Board resolved to:

1. **Agree** that for community centres that currently have a licence to occupy a notice to quit be served in respect of that licence along with a proposed replacement lease on the terms broadly set out in paragraph 8 of this report.

92. FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE

The Executive Director of Organisational Development & Corporate Services submitted a report (previously circulated, now appended) which detailed the delivery progress of the Financial Inclusion Strategy Action Plan and sought agreement to an update of the Action Plan.

Cllr Brown, Executive Board Member for Customer and Corporate Services presented the report, highlighting the generally positive and successful progress in most areas.

Cllr Simmons, Chair of Scrutiny Committee, said that the Committee had been pleased to note the success of many of the action plan initiatives and that the recommendations focused on areas where they felt there was scope for more to be done.

In response the Board Member for Customer and Corporate Services commented on the individual scrutiny recommendations as follows (the detailed written responses are appended):

- Recommendation 1: Agreed – as it already happens
- Recommendation 2: Agreed – there is no directory of affordable childcare but we can direct members to the County Council website.
- Recommendation 3: Not Agreed – the action plan already covers this.
- Recommendation 4: Not agreed – but the training would be monitored and reviewed.

- Recommendation 5: Agreed – the Housing Needs Team already produces performance data relating to this area.
- Recommendation 6: Not agreed – the Council is fully supportive of the principles behind the recommendation but must fully understand the budget implications of all such proposals.

That the City Executive Board resolved to:

1. **Approve** the updated Financial Inclusion Strategy Action Plan as set out at Appendix 2; and
2. **Delegate** authority to the Executive Director, Organisational Development and Corporate Services, in consultation with the Executive Member for Customer and Corporate Services, to further update the Action Plan as necessary.

93. CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND APPLICATION FEES

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed proposals to increase the level of fees for pre-application planning advice, and to introduce charges for pre-application advice for listed buildings and householder developments.

Cllr Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services presented the report. He explained that the Council encouraged pre-application discussions with prospective developers, applicants and agents in order to identify and, where possible, resolve any potential issues, and improve the quality of the submitted applications. He reminded the Board that the Council already levied charges for some types of pre-application.

The Planning Officers briefed the Board on the average length of time for the drop-in advice sessions (15 minutes) and the pre-application meetings (60 – 120 minutes). The Board noted that planning legislation prevented local authorities from incorporating a pre-application charge into the planning application fee.

Cllr Fooks commented on the absence of any on-line or printed guidance on planning rules for conservation areas. The Board Member for Planning, Transport and Regulatory Services agreed that this omission should be remedied.

The City Executive Board resolved to:

1. **Approve** the proposed increase in the level of fees for pre-application planning advice, and the proposed introduction of charges for pre-application advice in respect of listed buildings and householder developments, effective from 1 November 2015.

94. ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK

The Head of Housing and Property submitted a report (previously circulated, now appended) which detailed proposals to facilitate the fitting of solar panels on Council-owned housing stock in such a way that it reduces the demands on the HRA capital programme.

Cllr Rowley, Executive Board Member for Housing presented the report and commended the initiative.

The Head of Housing and Property reminded the Board that the recent Government budget announcements and potential policy changes to the Feed-In-Tariff may impact on the viability of this project for either the Low Carbon Hub or the Council. He explained that the Council was currently pre-registering properties ahead of the anticipated tariff changes.

The Chair of the Scrutiny Housing Panel presented the Panel's report and recommendation. She said that the Panel were very supportive of the overall initiative and she was pleased to note that Board Member supported the recommendation to work with the Low Carbon Hub to maximise the benefits of fitting solar panels to Council-owned housing stock.

The Board welcomed the proposals to promote communications and engagement with tenants through the secondment of a tenant liaison officer, funded by the Hub, to work with the Council's housing and property officers and the tenants.

The City Executive Board resolved to:

1. **Grant project approval** to fit solar panels on Council-owned housing stock in the manner described in this report;
2. **Delegate authority to the Chief Executive**, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and
3. **Agree** that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.

95. REVIEW OF ADDITIONAL LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOS) IN OXFORD.

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the results from the consultation carried out for the HMO Licensing Scheme and sought approval to designate the whole of the City as subject to additional licensing under section

56(1) (a) of the Housing Act 2004 in relation to the size and type of HMO specified in the recommendations of this report for 5 years commencing the 25 January 2016.

Cllr Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health presented the report, highlighting the Council's duty to be proactive in addressing the problems of poor quality accommodation in the private rented sector because the acute housing shortage in the city meant that tenants were often reluctant to complain about conditions. He commended officers for a clear report and for the thoroughness of the consultation process. In conclusion he informed the Board that he had agreed the scrutiny recommendations (appended).

The Chair of the Scrutiny Housing Panel presented the Panel's report and recommendations. She commended officers on the high level of community engagement in the consultation and was pleased to note that both of the Panel recommendations had been agreed by CEB, particularly the need to investigate the potential to increase the number of free bulky items collections for tenants living in HMOs. She said that the impact of HMOs on the local environment should not be underestimated especially in areas where there was a high density of HMOs and she urged the Council to consider all options to control and improve the problems of parking, waste collection and landscaping.

In response to questions the HMO Enforcement Team Manager explained that the Council had limited powers to deal with parking problems but that officers worked with the County Council to do what they could to minimise the situation in local areas. Officers were also developing a new on-line system which would simplify the application process.

The legal advisor said that there was no requirement for the proposals at Recommendations 5 and 6 to be referred to Council for approval. He confirmed that the proposals were within the powers of executive delegation of the City Executive Board.

The City Executive Board resolved to:

1. **Note** the report of the Consultation of Licensing of Houses in Multiple Occupation 2015 and its findings attached at Appendix 1;
2. **Agree** that having considered the report of the consultation, which shows that a significant proportion of HMOs in the City are being managed ineffectively, an additional licensing scheme is required for a further 5 years;
3. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 for all three storey Houses in Multiple Occupation that contain three or four occupiers and all two storey Houses in Multiple Occupation that contain five or more occupiers with the designation coming into force on 25 January 2016 for a period of 5 years;

4. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 in relation to all two storey or single storey Houses in Multiple Occupation that contain three or four occupiers and all self-contained flats that are Houses in Multiple Occupation, irrespective of the number of storeys, but, so far as concerns section 257, Houses in Multiple Occupation, limit the designation to those that are mainly or wholly tenanted, Including those with resident landlords. This second designation will come into force on the 31 January 2017 and will last for 4 years;
5. **Agree** to adopt the proposed fees and charges structure attached at Appendix 2; and
6. **Agree** to adopt the eligibility criteria for the new scheme as attached at Appendix 3.

96. OXPENS DELIVERY STRATEGY

The Executive Director, Regeneration and Housing submitted a report (previously circulated, now appended) which detailed the proposed revised arrangements and budgetary implications for the Oxpens Delivery Strategy following the withdrawal of the private sector partner.

The Partnership and Regeneration Manager presented the report. She explained that the main difference in the revised proposals was that the Council would now create a wholly owned investment vehicle to acquire the land at Oxpens and then seek a joint venture partner through a competitive exercise.

The Board noted that recent Government announcements regarding proposed changes to planning legislation added a degree of urgency to the project.

The City Executive Board resolved to:

1. **Note** the contents of this report;
2. **Delegate to** the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 4 below;
3. **Approve** the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and
4. **Recommend Council to resolve to** approve the establishment of a capital budget of £8.4m to progress the project through the next stages.

97. ITEMS RAISED BY BOARD MEMBERS

No items were raised by Board Members.

98. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 10 September 2015 as a true and accurate record.

99. CONFIDENTIAL APPENDIX: COMMUNITY CENTRES

The Board received and noted the contents of the not for publication appendix to the report at agenda item 8 (minute 91).

100. CONFIDENTIAL APPENDIX: OXPENS DELIVERY STRATEGY

The Board received and noted the contents of the not for publication appendix to the report at agenda item 13 (minute 96).

The meeting started at 5.00 pm and ended at 7.00 pm

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

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