

Agenda

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City Executive Board

Date: **Thursday 21 January 2016**

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](#)

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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

The following scrutiny committee reports have been, or will be, submitted to this meeting:

- Provisional: Oxpens Revised Delivery Strategy – if the decision is called in this will be a verbal report from the Chair of the Scrutiny Committee to present the Committee's conclusions and/or recommendations.

a REPORT FROM HOUSING STANDING PANEL: RENTS PERFORMANCE

7 - 8

The Scrutiny Officer has submitted a report which presents recommendations from the Scrutiny Housing Panel on the Council's rent performance

Scrutiny Housing Panel recommendations to the City Executive Board

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

1. Recommendation 1 – That the Council should look at ways of incentivising Council tenants to pay rent by Direct Debit, including the option of holding a prize draw.
2. Recommendation 2 – That the proportion of eligible Council tenants paying rent by Direct Debit should be a performance indicator in future years.

b REPORT FROM HOUSING SCRUTINY PANEL: CHOICE BASED LETTINGS

9 - 10

The Scrutiny Officer has submitted a report which presents recommendations from the Scrutiny Housing Panel on the Council's Choice Based Lettings scheme.

Scrutiny Housing Panel recommendations to the City Executive Board

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

1. Recommendation 1 – That the Choice Based Lettings cycle should be changed from a fortnightly (13 days) to a weekly cycle.
2. Recommendation 2 – That advice should be sought from relevant council officers and local disability groups on making the Choice Based Lettings bidding process more accessible to individuals with disabilities.
3. Recommendation 3 – That Council Officers should explore positive ways of reducing the number of offers of housing that are refused.

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 OXFORD LOCAL DEVELOPMENT SCHEME 2016-2019

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 a three-year programme for the preparation of various planning documents that will form part of the City Council's Local Plan.

Recommendations: That the City Executive Board resolves to:

1. Approve the Oxford Local Development Scheme 2016-19; and
2. Endorse the production of the Oxford Local Plan 2036 and the Local Plan Consultation and Engagement Programme appended to the LDS.

8 ITEMS RAISED BY BOARD MEMBERS

9 MINUTES

Minutes of the meeting held on 14 January 2016.

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 14 January 2016 as a true and accurate record.

31 - 34

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.

To: City Executive Board

Date: 21 January 2016

Report of: Housing Panel

Title of Report: Rent performance

Summary and Recommendations

Purpose of report: To present recommendation of the Housing Panel on the Council's rent performance

Scrutiny Lead Member: Councillor Linda Smith

Executive lead member: Councillor Susan Brown, Board Member for Customer and Corporate Services

Recommendation of the Housing Panel to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the two recommendations set out in the body of this report.

Introduction

1. The Housing Panel commissioned a report from officers on the Council's rent performance and considered this at its public meeting on 10 December 2015. The Panel would like to thank Damon Venning, Rents Team Manager, for providing the report and answering questions.

Summary and recommendations

2. The Panel noted that the overall rent collection rate was above target as of 31 October 2015. However, a target relating to total arrears of tenants owing more than 7 weeks rent was not being met. These arrears had increased the previous autumn and remained over target since. The Panel received assurances that officers were in contact with these tenants and that these arrears were no longer increasing. A new piece of software called RentSense had been procured that would track payment patterns and enable the Council to target its resources more effectively, based on more up to date information.

The Council was the first local authority to implement this software. It went live in mid-November and the results would start to be seen in the next 2-3 months.

3. The Panel noted that the Council was procuring a new debt collection agency contract and questioned why this function was being outsourced and what controls the Council would have over how debt was collected. The Panel heard that two agencies would be responsible for collecting all Council debts where Council officers had been unsuccessful. The two agencies would be incentivised to compete with each other and their staff would be well trained and wear cameras.
4. The Panel questioned what the Council was doing to promote payment by Direct Debit. Current take up was 40% but excluding tenants in receipt of full housing benefit, this figure would rise to 50-60%. The Panel heard that the Council does promote payment by Direct Debit but cannot insist on it. The Panel suggested that the Council should explore options for incentivising Direct Debit and that one option should be to enter these tenants into a prize draw. The Panel also suggested that the Council should set targets around increasing Direct Debit take up, noting that any targets should exclude those tenants in receipt of full housing benefit.

Recommendation 1 – That the Council should look at ways of incentivising Council tenants to pay rent by Direct Debit, including the option of holding a prize draw.

Recommendation 2 – That the proportion of eligible Council tenants paying rent by Direct Debit should be a performance indicator in future years.

Further consideration

5. The Housing Panel asked to see the procurement documentation relating to external debt collection agencies and will continue to monitor rent performance periodically. The Panel will monitor the progress of its recommendations.

Name and contact details of author:-

Andrew Brown on behalf of the Scrutiny Committee
Scrutiny Officer
Law and Governance
Tel: 01865 252230 e-mail: abrown2@oxford.gov.uk

List of background papers: None

Version number: 1.0

To: City Executive Board

Date: 21 January 2016

Report of: Housing Panel

Title of Report: Choice Based Lettings

Summary and Recommendations

Purpose of report: To present recommendation of the Housing Panel on the Choice Based Lettings scheme

Scrutiny Lead Member: Councillor Linda Smith

Executive lead member: Councillor Mike Rowley, Board Member for Housing

Recommendation of the Housing Panel to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the two recommendations set out in the body of this report.

Introduction

1. The Housing Panel commissioned a report on proposed changes to the Choice Based Lettings scheme and considered this report at its public meeting on 10 December 2015. The Panel would like to thank Tom Porter, Allocations Manager, for providing the report and answering questions.

Summary and recommendations

2. The Panel noted the proposed change from a fortnightly lettings cycle lasting 13 days to a weekly cycle. The Panel heard that 79% of bids were submitted during the first week of the current cycle. This change, which would be authorised by the Head of Housing in early 2016, would help to minimise the loss of rental income to the Housing Revenue Account when properties become vacant. It should also even out the workload of the Allocations Team, enabling a greater focus on assisting non-bidders. The Panel welcomed this proposed change as a sensible move, provided that any demographics that tended to bid later in the lettings cycle would not be disadvantaged as a result.

Recommendation 1 – That the Choice Based Lettings cycle should be changed from a fortnightly (13 days) to a weekly cycle.

3. The Panel questioned what methods of bidding were available to people who were disabled or visually impaired. The Panel heard that assisted bidding was available and that family members or support workers could help bidders too. The Panel suggested that advice should be sought from relevant council officers and local disability groups on making the bidding process more accessible for individuals with disabilities.

Recommendation 2 – That advice should be sought from relevant council officers and local disability groups on making the Choice Based Lettings bidding process more accessible to individuals with disabilities.

4. The Panel noted that of 428 offers of housing made in the first 7 months of the year, 64 were refused. The Panel questioned how the number of refusals could be reduced and suggested that providing internal photos or holding open house sessions at advertised properties would help. The Panel heard that refusal reasons were varied and that there was a need to look at whether refusals were reasonable or unreasonable. Some people refused an offer of housing for spurious reasons although there were already penalties that could be applied if a bidder was clearly timewasting. The Panel suggested that officers should provide a breakdown of reasonable and unreasonable refusal reasons and consider positive ways of reducing these.

Recommendation 3 – That Council Officers should explore positive ways of reducing the number of offers of housing that are refused.

Further consideration

5. The Housing Panel requested a breakdown of refusal reasons and will monitor the progress of its recommendations.

Name and contact details of author:-

Andrew Brown on behalf of the Scrutiny Committee
Scrutiny Officer
Law and Governance
Tel: 01865 252230 e-mail: abrown2@oxford.gov.uk

List of background papers: None
Version number: 1.0

To: City Executive Board

Date: 21 January 2016

Report of: Head of Planning and Regulatory Services

Title of Report: Oxford Local Development Scheme 2016-2019

Summary and Recommendations

Purpose of report: To approve a three-year programme for the preparation of various planning documents that will form part of the City Council's Local Plan.

Key decision: No

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

Policy Framework: The programme of planning policy documents set out in this Local Development Scheme will help to deliver many of the objectives in the City Council's Corporate Plan, the Regeneration Framework, and the Oxford Sustainable Community Strategy.

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

1. Approve the Oxford Local Development Scheme 2016-19; and
2. Endorse the production of the Oxford Local Plan 2036 and the Local Plan Consultation and Engagement Programme appended to the LDS.

Appendices

Appendix 1: Local Development Scheme 2016-19, including Local Plan Consultation and Engagement Programme

Appendix 2: Risk Assessment

Background

1. The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford's Local Plan and other planning policy documents. The term Local Plan can be used as the collective name for the number of planning policy documents, including development plan documents and supplementary planning documents. It is also the name for the document that will contain the majority of Oxford's statutory planning policies.
2. The LDS provides details on what each Local Plan document will contain and the geographical area each will cover. The LDS is an important tool to enable local communities and interested parties to keep track of the Local Plan document's progress and to ensure that they are aware of when opportunities for involvement are likely to arise. It is a statutory requirement that all local planning authorities prepare and maintain a LDS.
3. The lifespan of the City Council's current LDS is 2011-14 (as amended in April 2012 and July 2014). The Localism Act 2011 removed the requirement to submit the LDS to the Secretary of State for approval. The LDS should be updated with any significant work programmes.
4. It is intended that the City Council should produce a new Local Plan 2036, to replace most existing documents containing planning policy (other than the Area Action Plans). Therefore, the LDS should be updated to set out the work programme. The LDS 2016-19 will come into effect from the date of approval by CEB and will supersede the existing LDS 2011-14.
5. The Local Plan 2036 will provide a long-term planning framework to deliver managed growth of the city for an additional 10 years to 2036. The new Local Plan will join up the Council's corporate strategies, seeking to deliver the land use elements resulting from the Corporate Plan. It will also reflect the vision or directional aspirations of our wider partnership bodies including the Oxford Strategic Partnership and the Local Enterprise Partnership, in helping to deliver the Council's economic strategy, housing strategy and green space strategy.

Local Development Scheme 2011-14 (as amended)

6. During the timeframe of the LDS 2011-14 (as amended) and beyond, the City Council has made good progress with development plan documents and other planning policy documents, with the following having been adopted:

Statutory Local Plan documents:

- Northern Gateway Area Action Plan (July 2015)
- Barton Area Action Plan (December 2012)

- Sites and Housing Plan (February 2013)

Other local development documents:

- Affordable Housing and Planning Obligations SPD (Sept 2013)
- Oxpens Master Plan SPD (November 2013)
- Jericho Canalside SPD (December 2013)
- Diamond Place SPD (July 2015)

Other planning documents:

- Waste Storage Technical Advice Note (November 2014)
- Community Pubs Technical Advice Note (November 2014)
- Statement of Community Involvement in Planning (July 2015)
- Community Infrastructure Levy Charging Schedule (Oct 2013)
- Annual Monitoring Reports

Local Development Scheme 2016-19

7. The City Council will produce/commence the following documents during the period covered by this LDS:

Statutory Local Plan documents:

- Oxford Local Plan 2036

Other local development documents:

- Achieving High Quality Design in Oxford SPD

Other planning documents:

- Annual Monitoring Reports

8. The appendices to the LDS set out more detailed profiles and timelines for each of the documents listed above. The Consultation Programme for production of the Local Plan is also appended to the LDS.

Legal Issues

9. The preparation and publication of the Local Development Scheme is a statutory requirement under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by Section 111 of The Localism Act 2011).
10. The City Council is required to monitor compliance with the timescales for document production and revision set out in the LDS and to make this information publicly available. Compliance with the LDS is monitored and published through the Annual Monitoring Report.

Financial Implications

11. There will be financial implications from producing a new Local Plan. These include the costs of a Local Plan Examination and where

necessary independent technical analysis, such as transport, environment and sustainability assessments. Revenue to accommodate these anticipated costs was been included in the 2016/17 budget report approved by Members'. Consultation in accordance with the Consultation Programme appended to the LDS will be carried out by the planning policy team with support from Corporate Consultation/Business Improvement.

Environmental Impact

12. There are no environmental implications arising from this report. The consideration of environmental impacts will be integrated into the development of each planning policy document, including Sustainability Appraisal, as appropriate.

Level of Risk

13. A risk assessment has been undertaken (Appendix 2). All risks have been mitigated to an acceptable level.

Equalities impact

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

Name and contact details of author:-

Name: Sarah Harrison
Job title: Principal Planner
Service Area / Department: Planning and Regulatory Services
Tel: 01865 252015 e-mail: sbharrison@oxford.gov.uk

Oxford City Council

Local Development Scheme 2016 - 2019

Planning Policy Team
Oxford City Council
109-113 St Aldates
Oxford
OX1 1DS

E: planningpolicy@oxford.gov.uk

T: 01865 252847

W: www.oxford.gov.uk/planning/lds



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Introduction

The Planning and Compulsory Purchase Act 2004 introduced the requirement for councils to prepare and maintain a Local Development Scheme (LDS). The LDS sets out the work programme for the preparation of documents to be included in the Local Plan. This document supersedes the Oxford 2011-2014 LDS.

Since the publication of the previous LDS (2011-2014) the Government has introduced the National Planning Policy Framework (NPPF), published in March 2012, and the Localism Act, granted royal assent in November 2011. The NPPF sets out mandatory guidance as to how local plans should be shaped to accord with the principles of sustainable development, and all new local plan documents must be consistent with the NPPF in order to be sound. At the heart of the NPPF is a presumption in favour of sustainable development, which is supported by a number of core planning principles. The City Council believes that each of the documents described in this LDS supports all these core principles, whilst reflecting the presumption in favour of sustainable development and are consistent with the policies and principles of the NPPF.

What is the Local Development Scheme?

This LDS is a three year project plan for preparing documents and provides the starting point for the local community, businesses, developers and other interested parties to find out what the City Council's current planning policies are for the area. It includes 'milestones' to inform the public about opportunities to get involved with the plan making process and to let them know the likely dates for involvement. The LDS is published on the City Council's website at www.oxford.gov.uk/lds.

Oxford's Local Plan

Oxford's Local Plan contains a range of documents to guide development within Oxford. The term Local Plan is the collective name for those planning documents produced by the Council which comprise the Development Plan. Applications for planning permission are to be determined in accordance with the Development Plan unless material considerations indicate otherwise.

Documents in the statutory development plan

Council produced documents within the statutory development plan are subject to extensive community and stakeholder involvement, and an independent examination by an Inspector to ensure that the necessary legal requirements for the preparation of the document have been met and the document is 'sound'. All these documents will be subject to the European Strategic Environment Assessment Directive and will incorporate a sustainability appraisal to ensure that they accord with the principles of sustainable development. They must be consistent with the NPPF.

Supplementary Planning Documents (SPDs)

SPDs provide further details and guidance to supplement policies. SPDs are adopted by the City Council following public consultation, and are not part of the statutory Development Plan.

Documents in Oxford's Local Plan

Currently, the statutory Development Plan consists of:

- Saved policies of the Oxford Local Plan 2001-2016 (November 2006)
- Oxford Core Strategy (March 2011)
- Sites and Housing Plan (February 2013)
- West End Area Action Plan (June 2008)
- Barton Area Action Plan (December 2012)
- Northern Gateway Area Action Plan (July 2015)
- Policies Map

In addition, there are the following documents:

- Diamond Place SPD (July 2015)
- Statement of Community Involvement in Planning (July 2015)
- Community Infrastructure Levy (CIL) Charging Schedule (October 2013)
- Jericho Canalside SPD (December 2013)
- Oxpens Master Plan SPD (November 2013)
- Affordable Housing and Planning Obligations SPD (September 2013)
- Balance of Dwellings SPD (January 2008)
- Parking Standards, Transport Assessments and Travel Plans SPD (February 2007)
- Telecommunications SPD (September 2007)
- Natural Resource Impact Analysis SPD (November 2006)

Policies Map

The Policies Map (previously referred to as the Proposals map) illustrates graphically the policies and proposals of the Local Plan. The Policies Map will be revised and updated as new policies are adopted.

Other Documents

Statement of Community Involvement in Planning (SCIP)

The Statement of Community Involvement in Planning sets out how we will involve the community in the planning process, including Local Plans and Development Management. It sets out the activities that the Council will undertake to reach stakeholders and the public during the various stages of preparation of Local Plan documents. The most recent SCIP was adopted at City Executive Board on 9th July 2015. It can be viewed at www.oxford.gov.uk/sci.

Annual Monitoring Report

Each year the City Council produces an Annual Monitoring Report, which is approved at the City Executive Board in the autumn. The Annual Monitoring Report has the following main functions:

- to measure progress made in respect of the planning documents being prepared;
- to review the effectiveness of the adopted planning policies;
- to monitor the extent to which policies and targets in adopted documents are being achieved against a range of indicators.

All of the Annual Monitoring Reports produced by the City Council can be viewed on the City Council's website at www.oxford.gov.uk/amr.

Neighbourhood Plans

The Localism Act has introduced new rights and powers to enable communities to get directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or formal neighbourhood forum and produce a neighbourhood plan. Neighbourhoods can decide what they want to cover in their neighbourhood plan. They may allocate land for development, or influence the type and design of development that comes forward. Neighbourhood plans must however be in general conformity with the strategic planning policies already adopted by the City Council. They should not promote less development than set out in the Local Plan and or undermine its strategic policies. They are also subject to an independent examination and need to be approved by a majority vote in a local referendum.

Once plans are adopted they will become part of the Development Plan. To date, Oxford City Council has formally designated three neighbourhood areas (where plans are being led by neighbourhood forums), but no neighbourhood plans have yet reached the examination or referendum stage in Oxford. The neighbourhood areas are:

- Wolvercote
- Summertown and St Margaret's
- Headington

Technical Advice Notes (TANs)

Oxford City Council is producing a series of Technical Advice Notes (TANs). These provide technical advice to developers and decision-makers. TANs are not adopted planning policy documents. TANs may be updated from time to time, to reflect changing circumstances or in light of new examples of best practice. To date the following TANs have been published:

- TAN 1 Accessible Homes
- TAN 2 Energy Statement
- TAN 3 Waste Storage
- TAN 4 Community Pubs

The Council is likely to publish further TANs within the timeframe of this LDS, including:

- Basement developments
- Biodiversity

All of the technical advice notes produced by the City Council can be viewed on the City Council's website at:

<http://www.oxford.gov.uk/PageRender/decP/PlanningPolicyTechnicalAdviceNotes.htm>

Work Programme for 2016-2019

During the period covered by this LDS, the City Council will produce the following documents:

- Oxford Local Plan 2036
- Achieving High Quality Design in Oxford SPD

Achieving High Quality Design in Oxford SPD

The City Council currently has policies in the saved policies of the Oxford Local Plan (2001 – 2016), the Sites and Housing Plan and the Core Strategy that set out the Council's approach to achieving design considerations in development. This SPD will supplement these existing adopted policies and will provide local design guidance that will assist officers, members and applicants when assessing the design quality of development proposals.

A draft SPD is likely to be published for consultation in the spring of 2016, and adopted in the summer of 2016.

Local Plan 2016-2036

The City Council has a suite of up-to-date planning policy documents. The City Council intends to be pro-active in reviewing these documents in a timely way, so that policies continue to remain up-to-date and responsive to local needs and national guidance. This means the City Council will maintain a positive planning framework to promote the sustainable growth of Oxford to meet its long-term need. The City Council will produce a Local Plan covering the period to 2036, 10 years beyond the current period of the Core Strategy. This will ensure that development in Oxford continues to come forward and be considered in a plan-led system.

The NPPF gives a clear steer that authorities should try to produce a single Local Plan document, with additional development plan documents only being produced where the need for a separate document is clearly justified. The Area Action Plans (AAPs) the City Council has produced work well as stand-alone documents and will remain in place as separate documents. There may be a need for a new specific separate document to be produced in the future. However, the City Council intends to take the opportunity to review all its development plan documents (other than the AAPs) and to contain the majority of its policies in one place.

The following table shows the planning policy documents that will be replaced by the Oxford Local Plan 2036. Following the council meeting to approve submission of the pre submission draft, that draft will be used for development management decisions on planning applications.

OXFORD CITY COUNCIL
LOCAL DEVELOPMENT SCHEME

<p>Saved policies of the Oxford Local Plan 2001-2016 (November 2006)</p>	<p>Policies will be superseded on adoption of Oxford Local Plan 2036</p>
<p>Oxford Core Strategy (March 2011)</p>	
<p>Sites and Housing Plan (February 2013)</p>	
<p>Policies map</p>	<p>Will be updated on adoption of Oxford Local Plan 2036</p>
<p>West End Area Action Plan (June 2008)</p>	<p>Will not be replaced by Oxford Local Plan 2036, although policies of the Local Plan will be relevant in the area and some policies may be superseded.</p>
<p>Barton Area Action Plan (December 2012)</p>	<p>Will not be replaced by Oxford Local Plan 2036, although policies of the Local Plan will be relevant in the area and some policies may be superseded.</p>
<p>Northern Gateway Area Action Plan (July 2015)</p>	<p>Will not be replaced by Oxford Local Plan 2036, although policies of the Local Plan will be relevant in the area and some policies may be superseded.</p>
<p>Supported by new and existing SPDs and implementation supported by CIL</p>	

Appendix 1: Profiles for upcoming Local Plan Documents (2016-2019)

Document Title	Achieving High Quality Design in Oxford SPD		
Scope	City-wide	Status	SPD
Synopsis	A document that sets out a series of principles and concepts to guide design of new development.		
Conformity	<ul style="list-style-type: none"> ▪ With National Planning Policy Framework ▪ With the NPPF, the adopted Core Strategy and other adopted DPDs 		
Timetable			
Key Milestones		Timescale	
Publication of draft SPD		April 2016	
Estimated date of adoption and publication		September 2016	

Document Title	Oxford Local Plan 2036		
Scope	City-wide	Status	SPD
Synopsis	<p>A document that sets out to:</p> <ol style="list-style-type: none"> 1. set the Council's spatial vision, spatial objectives, and strategy for the development of Oxford up to 2036; 2. deliver the long-term vision of the Council as set out in the Corporate Plan and other linked Council documents. 3. reflect the most up-to-date national policies and guidance; 4. review and replace the existing planning documents containing statutory policies (other than the AAPS): the Local Plan 2001-2016, the Sites and Housing Plan and the Core Strategy; 5. establish and enable the delivery of development needs for Oxford, including a housing target for the plan period; 6. look to take a cross boundary view, in particular with potential urban extensions to Oxford in other districts. 7. include policies dealing with housing and economic development; 8. promote sustainable economic growth, including planning for future employment, retail and business needs; 9. allocate strategic sites to meet development needs; 10. potentially review the existing Green Belt boundary; 11. include a suite of development management policies, which will include policies protecting the historic and natural environment. 		
Conformity	<ul style="list-style-type: none"> ▪ With National Planning Policy Framework 		
Timetable			
Key Milestones		Timescale	

OXFORD CITY COUNCIL
LOCAL DEVELOPMENT SCHEME

Commencement. Evidence gathering and pre-production including early stakeholder & community engagement	January – October 2016
Publish options document for consultation	June 2017
Publication of Local Plan	June 2018
Estimated date of adoption and publication	October 2019

Appendix 3: Oxford Local Plan 2036 Draft Consultation and Engagement Programme

We will aim to have a plan shaped by the community and businesses, so that they will inform the plan as well as have a sense of ownership. Consultation will be at the heart of development of the Plan at every stage. We will welcome diverse inputs from organisations and wide range of local people and where possible we will look to see how respondents reflect the profile of the community. In the early stages the community will have a chance to shape the issues the Plan covers, helping to set out a vision. In the later stages, they will be able to inform and check the direction that the plan is going in. It is important to ensure that consultation is planned and programmed to ensure that interested parties are aware of the project and become involved at the best stage in the process. Because of the greater opportunity to shape the plan in the earlier stages, consultation and engagement will be 'front loaded', with an emphasis on involving people at the early stages of developing the new plan. Engagement and consultation at all stages will be consistent with the Statement of Community Involvement in Planning, and appropriate to the stage.

We anticipate that there will be a wide range of views to be considered and from different communities and interests within and outside the city . The consultation responses and engagement are an important input in forming the Local Plan. The Evidence base, Government policy and so on will also be important in informing policy direction, together with professional judgement. We will aim to be clear at all stages of consultation and engagement that there are constraints to what can be included in a Plan, and that the engagement process is a chance for people to put forward views that will help inform the direction of the plan.

Options for different stages of consultation and engagement

Stage	What to consult on	Benefits/purpose of this stage	How to consult and engage	How to publicise	Who to consult and engage with
<p>Early public involvement (informal, ongoing dialogue) Approx June/July 2016</p>	<p>Members of the public will be asked to contribute to the vision for Oxford 2036. There are likely to be some specific questions about what the document or policies should include-comparing scenarios, commenting on themes or finding out people's issues and priorities.</p> <p>Early engagement with specialist, community and technical bodies and neighbouring authorities will be important. This is likely to involve discussion about what they expect to see in the document, and setting up of agreements on how we will co-operate during the Plan period.</p>	<p>This stage will introduce the project. It will be focused on Information gathering. This stage is intended to be open and aimed at finding out how people wish to see the city develop. Enables people to put forward their ideas, highlighting issues and possible solutions and thereby participating in the initial stages of developing proposals and options. People can shape the plan and are engaged in the process and have a sense of ownership.</p>	<p>Activities to be fun/informal Interactive displays Workshops/informal drop-ins /1-2-1meetings for those with specific expertise Questionnaire/comment s postcard</p> <p>Possible other methods: Potentially send packs to community groups for their help with reaching people Look for existing events to attend- and opportunities to introduce the Local Plan and the process. Social media Create a video presentation for people to view in their own time</p>	<p>Press release Email/letter to contacts Flyers Posters City Council website Local interest groups Through existing networks such as the Oxford Business Forum</p>	<p>A wide consultation, trying to get people involved from an early stage.</p> <p>There will also be meetings focused on those with specific expertise and duty to co-operate organisations, eg developers or highway engineers, EA, other districts. All key statutory consultees and stakeholders will be contacted.</p>

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<p>Consultation on emerging options/draft policies Approx June/July 2017</p>	<p>Preferred options document. A document showing preferred options as draft policies, with other options considered also shown. Sustainability Appraisal and evidence base papers or topic papers also to be published. The thinking behind selection of the preferred options to be shown clearly.</p>	<p>This stage enables meaningful public engagement in the development of the plan's policies, enabling them to evaluate different options. . We will show clearly the direction of our thinking so far, providing the wider context for the project and explaining why options are selected as 'preferred', and how the results of the previous consultation have been applied. This will be set out for people to comment on, but they will not be being presented with a draft plan where decisions have already been made.</p> <p>There will be scope to make changes to draft policies/preferred options based on the consultation responses. People can get involved in shaping the document.</p>	<p>Formal consultation for 6 weeks or more. The publication of the Preferred Options document will be publicised. People will be encouraged to engage with the document by viewing it and commenting. There will be other methods used to try to engage people and invite feedback, and providing the opportunity for public to meet the team and ask questions: Travelling exhibition Workshops/meetings Questionnaire with possible summary leaflet of preferred options</p>	<p>Press release Contact all those previously involved and those on our contacts database. Flyers/posters City Council website Local interest groups</p>	<p>As wide a range of people involved as possible.</p>
<p>Pre-submission consultation Approx June/July 2018</p>	<p>Publish document. Also publish key evidence base studies and SA.</p>	<p>People have the opportunity to comment on the draft. There is only scope to make relatively minor changes.</p>	<p>Publish document with comment form. Summary version with questionnaire Exhibitions / posters</p>	<p>All those previously involved, consultee database, press release.</p>	<p>Focus on list of consultees and all involved at earlier stages</p>

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Local Development Scheme 2016-19 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	
Unexpected delays	There is potential for unanticipated delays in document production.	Threat	Delays may be a result of a number, or combination, of factors (for example, external agencies or consultants may be unable to fit in with timescales, issues may be more complex to understand/resolve than anticipated, or there may be a lack of resources available to complete the programme).	LDS timescales for document production are not met.	11.11.15	Head of Planning and Regulatory Services	3	3					Compliance with LDS timescales will be reported in the Annual Monitoring Report.	Maintain awareness of potential causes of delay- maintain continuous contact with consultants and managers to check necessary resources are in place and work is being produced to detailed work programmes.	Ongoing throughout the lifetime of the LDS as required				
Changes to the planning system at the national level	Changes to national legislation, policy and guidance may alter the process that needs to be followed in producing new documents, or may mean that the focus or approach of documents needs to be altered.	Threat	Changes to national legislation, policy and guidance by Central Government.	LDS timescales for document production may not be met. The LDS may need to be amended if additional documents need to be reviewed in order to maintain compliance with national policy.	11.11.15	Head of Planning and Regulatory Services	2	4					Compliance with LDS timescales will be reported in the Annual Monitoring Report.	Maintain awareness of potential changes at the national level as they arise so that appropriate responses can be planned in advance in order to minimise negative impacts.	Ongoing throughout the lifetime of the LDS as required				

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MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 14 January 2016



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

OTHER MEMBERS PRESENT: Councillor Jean Fooks and Councillor Craig Simmons

OFFICERS PRESENT: Peter Sloman (Chief Executive), David Edwards (Executive Director City Regeneration and Housing), Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Financial Services), Lindsay Cane (Legal Services Manager) and Catherine Phythian (Committee Services Officer)

142. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Price and Councillor Brown.

Councillor Turner took the Chair.

143. DECLARATIONS OF INTEREST

There were no declarations of interest.

Councillor Turner stated for the record that he had been a student of Nuffield College from 2000 – 2002.

144. PUBLIC QUESTIONS

There were no public questions.

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

There were no Councillor addresses on any item for decision on the Board's agenda.

146. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

There were no Councillor addresses on neighbourhood issues.

147. SCRUTINY COMMITTEE REPORTS

The Chair of the Scrutiny Committee submitted the Committee's report on the Oxpens Revised Delivery Strategy. His comments are included under the main minute item for that report.

148. OXPENS DELIVERY STRATEGY

The Executive Director, Regeneration and Housing submitted a report which detailed an update on the Oxpens development scheme and sought approval for an amendment to the delivery strategy.

The Executive Director, Regeneration & Housing reminded the Committee of the background to the item:

- the Council had been exploring strategic options for the redevelopment of Oxpens for several years;
- the Council was committed to the comprehensive regeneration of the whole Oxpens area which would maximise value and contribute to the wider city economy;
- negotiations with the Department of Transport and LCR (London and Continental Railways) over the previous JV arrangements (agreed by CEB in October) had now stalled;
- central Government had now confirmed the disposal of railway lands at Oxpens to the Council on the basis of an unconditional sale for a fixed price and within a tight timescale;
- in response the Council and Nuffield College proposed to set up a joint venture partnership company based on their respective positions as the predominant landowners in the area, their shared values, and their collective ambition to regenerate the Oxpens area.

The Chair of Scrutiny Committee said that the Oxpens Delivery Strategy report had been the subject of a thorough pre-scrutiny review at the meeting on 12 January 2016. The discussion had concentrated on the financial and legal aspects underlying the decision to set up a JV company with Nuffield College and transfer the Council land holdings. The Committee recognised that there would be opportunities to scrutinise the details of the JV partnership structure and business plans in the future when further decisions were brought back to the Board. The three recommendations from the Scrutiny Committee were intended to clarify the decisions to be taken by the City Executive Board. He confirmed the Scrutiny Committee's support for the proposals and recommendations contained in the report.

Councillor Fooks said that the Liberal Democratic Group supported the proposals and recommendations detailed in the report.

In conclusion the City Executive Board noted and accepted the three recommendations submitted by the Scrutiny Committee:

- Recommendation 1 – that a VEAT notice should be issued by the Council in regards to the proposed collaboration with Nuffield College.
- Recommendation 2 – that the Council should make every effort within its negotiating power to deliver its 50% affordable housing policy at Oxpens.
- Recommendation 3 – that the City Executive Board resolves to authorise the disposal of the City Council's land holdings at Oxpens to the new joint venture company on the terms set out in the report, and delegate authority to the Executive Director, Regeneration and Housing to agree the detailed arrangements of this disposal.

The City Executive Board resolved to:

1. Note the contents of the report;
2. Authorise a collaboration with Nuffield College to create an appropriate joint venture vehicle through which the Oxpens strategy can be delivered, on the basis that Nuffield College would act as an investor in the vehicle and in recognition of Nuffield's position as a key landowner in the development area, as set out in this report;
3. Delegate authority to the Executive Director, Regeneration and Housing, in consultation with the Chief Executive, s151 Officer and Monitoring Officer, to agree the terms of the Council's entry into such a joint venture vehicle;
4. Authorise (if required) the placement of an appropriate VEAT notice in regard to the proposed collaboration with Nuffield College;
5. Agree to the commencement of an appropriate competitive procurement exercise to select a developer joint venture partner to become a Member of the proposed joint venture vehicle
6. Delegate authority to the Executive Director, Regeneration and Housing to agree terms for the acquisition of land at Oxpens, as described in this report, in consultation with the Chief Executive, s151 and Monitoring Officers;
7. Delegate authority to the Chief Executive, in consultation with the Leader, to appoint directors to the joint venture company.
8. Authorise the disposal of the City Council's land holdings at Oxpens to the new joint venture company on the terms set out in the report, and delegate authority to the Executive Director, Regeneration and Housing to agree the detailed arrangements of this disposal.

149. ITEMS RAISED BY BOARD MEMBERS

No items were raised by Board Members.

150. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 17 December 2015 as a true and accurate record.

Matters Exempt from Publication

The City Executive Board resolved to exclude the press and public from the meeting during consideration of the item in the exempt from publication part of the agenda in accordance with the provisions in Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (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 and that, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

151. OXPENS DELIVERY STRATEGY - CONFIDENTIAL APPENDICES

The Board received and noted the contents of the not for publication appendices and to the report on Oxpens Delivery Strategy (agenda item 7; minute 151) and the presentation from the Executive Director, Regeneration and Housing.

The meeting started at 5.00 pm and ended at 5.50 pm